



Volunteer Job Description File Clerk

- Position Summary:**
- Responsible for accurately filing application forms
- Responsibilities:**
- To accurately file, in numerical order, all processed client application forms
 - To accurately file, in alpha order, all private sponsor forms
 - To assist with other office filing duties as required
- Skills and Qualifications:**
- Attention to detail and accuracy
 - Concentration, sorting and tracking skills are necessary to maintain accuracy of files
 - Good time management and organizational skills
 - Able to work as part of a team
 - Ability to work with confidential information and maintain an oath of confidentiality and trust
 - Ability to communicate in a clear and concise manner
 - Able to work in a busy environment
 - Non-judgemental
 - The ability and willingness to talk and interact with a variety of individuals
 - A caring and giving attitude
- Time Commitment:**
- 3-hour shifts; Monday to Friday, from early November to mid-December
- Training Provided:**
- Personalized training by the Office Manager
- Immediate Supervisor:**
- Office Manager
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'
 - Networking opportunities
- Location:**
- 200, 4230 118 Avenue, Edmonton
 - Office is located on the 2nd floor. There is no elevator access. The ability to climb stairs is required.
- Outcome:**
- All filing is completed in accurate order and in a timely fashion
 - That the volunteer experience be a positive, fun, and fulfilling one