



Volunteer Job Description Certificate Preparers

- Position Summary:**
- Responsible for the preparation of certificate envelopes for Walk-In Days
- Responsibilities:**
- Prepare food certificates and teen gift cards for issue to walk-in clients
 - Record vouchers issued to walk-in clients
- Skills and Qualifications:**
- Ability to operate in a position of trust
 - Able to work in a busy environment
 - Patience
 - Legible handwriting
 - Accuracy and attention to detail
- Time Commitment:**
- December 22 and 23 – Walk-In Days
 - Average shift is 4 hours
- Training Provided:**
- Orientation on site
- Immediate Supervisor:**
- Certificate Preparation Team Leader
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'
 - Networking opportunities
- Location:**
- Amiskawicy Academy- 101 Airport RD
- Outcome:**
- Each certificate package is properly organized
 - That the clients be served in a swift and compassionate manner and that the volunteer's experience be positive, fun, and fulfilling