



## Volunteer Job Description Walk-In Days Certificate Runner

- Position Summary:**
- Coordination of approved toy applications and toy pick up
- Responsibilities:**
- Deliver approved toy application form from Intake table to toy distribution area.
  - Deliver bagged toys from toy distribution area to caller's desk.
  - Ensure area is free to walk in and there are no obstructions.
  - Assist in toy fort should a backlog occur.
- Skills and Qualifications:**
- Must be physically capable of bending and lifting toy bags.
  - Ability to communicate in a clear and concise manner.
  - Attention to detail and accuracy.
  - Able to work in busy environment.
  - Non judgemental.
  - The ability and willingness to talk and interact with a variety of individuals.
  - A caring and giving attitude.
  - This position requires the individual to be mobile and on their feet for the entire shift. This position requires lifting. Must be physically capable of lifting, bending and carrying of toy bags. Comfortable foot wear and casual clothing is a necessity.
- Time Commitment:**
- Walk-In Days are December 22 and 23
  - Average shift is 4 hours
- Training Provided:**
- Orientation at Walk-In Days
- Immediate Supervisor:**
- Intake Coordinator
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'.
  - The knowledge and sense of satisfaction that one assisted a large segment of the Edmonton community at their time of need.
  - Networking opportunities.
  - Work as part of a highly managed and effective team.
- Location:**
- Amiskawicy Academy – 101 Airport Road (Walk-In Days location).
- Outcome:**
- That clients receive appropriate toys in a timely and compassionate manner.
  - That the volunteers have a positive and rewarding experience.