



## Volunteer Job Description Walk-In Days Data Entry

- Position Summary:**
- Responsible for the accurate inputting and verification of all client information in a confidential and professional manner.
- Responsibilities:**
- Verification of client information and eligibility in the data base program.
  - Accurate and timely input of new client information into the data base program.
  - Accurate and timely updating of returning client information into the data base program.
  - Assist the Intake Worker with client data information.
- Skills and Qualifications:**
- Excellent and accurate keyboarding skills.
  - Attention to detail and accuracy.
  - Competent in data base programs.
  - Ability to work with confidential information and to operate in a position of trust.
  - Ability to communicate in a clear and concise manner.
  - Able to work in stressful busy environment.
  - Non judgemental.
  - The ability and willingness to talk and interact with a variety of individuals.
  - A caring and giving attitude.
- Time Commitment:**
- December 22 and 23 – Walk-In Days
  - Average shift is 4 hours
- Training Provided:**
- Personalized training by the Office Manager
  - Attendance at one scheduled training session (3 hours in length).
- Immediate Supervisor:**
- Walk-In Days 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.
- Location:**
- Christmas Bureau of Edmonton – 4230 118 Avenue (training)
  - Amiskawicy Academy – 101 Airport Road (Walk-In Days location).
- Outcome:**
- Client information is inputted in an accurate and timely manner.
  - Every client is dealt with in a pleasant, professional manner.
  - Every client is served in a swift and compassionate manner.
  - That the volunteer experience be a positive, fun and fulfilling one.