



Volunteer Job Description Walk-In Days Hospitality Attendant

- Position Summary:**
- Responsible to ensure the hospitality area is appropriately stocked with supplies and refreshments.
- Responsibilities:**
- Make coffee for volunteers and clients.
 - Replenish snacks for volunteers and clients.
 - Empty garbage and recycle boxes
 - Various duties as assigned
- Skills and Qualifications:**
- Able to work in busy environment.
 - Non judgemental.
 - Patience and understanding.
 - 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. There is some lifting required. 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 meeting before shift starts.
- Immediate Supervisor:**
- Hospitality Supervisor
- 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 volunteers, clients and staff receive refreshments in a timely and pleasant manner.
 - That the volunteers have a positive and rewarding experience.