



Volunteer Job Description Walk-In Days Parking/Traffic Controller

- Position Summary:**
- To ensure traffic is flowing smoothly and that pedestrian traffic is safe.
- Responsibilities:**
- Ensure the safety of pedestrians in the parking areas.
 - Direct vehicles to approved parking locations.
 - Ensure that there is not backlog/obstruction of traffic in the parking locations and driveways.
 - Ensure the pedestrian area is free from snow and ice.
- 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. This position is located outside. Weather severe weather conditions apply. Comfortable foot wear and warm 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:**
- Volunteer 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 and volunteers have a safe experience while attending Walk-In Days.
 - That the volunteers have a positive and rewarding experience.