



## Volunteer Job Description Walk-In Days Toy Packer

- Position Summary:**
- Responsible to ensure that client receives the age correct toy bag.
- Responsibilities:**
- Select correct age and gender toy bag as described on the client application form.
  - Assist toy runner with delivery to caller's desk should a backlog occur.
  - Ensure that toy fort remains clean and obstacle free at all times.
  - Ensure that toy bags remain in the appropriate age and gender piles.
- 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:**
- Toy 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 clients receive appropriate toys in a timely and compassionate manner.
  - That the volunteers have a positive and rewarding experience.