

CURRENT VOLUNTEER/ EMPLOYEE JOB DESCRIPTIONS

PROGRAM ASSISTANT

- Assist with planning and facilitation of social, recreational, and health promotion activities for low-income seniors living within the Thunder Bay and other underserved areas
- Assist in linking seniors with other community services and resources
- Work with volunteers including senior volunteers
- Help with outreach and networking with isolated seniors in the community through various activities such as information sessions, networking, and presentations
- Assist Executive Director with an administrative functions such as statistics, record-keeping, budgeting and other duties as required

GENERAL MAINTENANCE

- Manage maintenance personnel and subcontractors, inspect, operate, or test equipment to diagnose malfunctions
- Record type and cost of maintenance or repair work
- Repair or replace defective equipment parts, using hand tools/power tools, and reassemble equipment-some small appliances, electronics, household furniture and other donated items for resale

DELIVERY DRIVER/ WAREHOUSE ASSISTANT

- Handle client deliveries
- Warehouse Maintenance – Assist with the maintenance and organization of on-site docking area; ensure the dock and storage areas are clean, organized and maintained with proper supplies

PROCESSOR/ SORTER

- The clothing Volunteer will assist in processing clothing donations for the Clothing Assistance Resale Outlet
- Tasks will include, sorting, selecting, tagging and preparing clothes for retail store front
- Place items on racks and in bins, based on need within the Resale Outlet
- Move Racks and bins into restocking zones
- Maintain a clean and safe stocking area at all times

RETAIL SALES ASSISTANT

- Assist customers in finding merchandise and making buying decisions
- Restock merchandise to ensure the department and merchandise displays are organized and department and merchandise displays are organized and fully stocked
- Perform general cleaning duties, such as dusting, sorting, organizing, to ensure a presentable department
- Perform other duties as assigned by management

VOLUNTEER FOR “YOUTH – HANDS-ON-WORK” INSTRUCT

- Assist volunteers with training and orientation
- Ensure the volunteer is fully informed about their job task and obligations
- Perform other duties as assigned by management
- Oversee the evaluation and reward programs

VOLUNTEER TO HELP US TO ATTRACT AND ACQUIRE VOLUNTEERS TO OUR ORGANIZATION

- Collect information, develop advertisements, contact job agencies and schools for potential prospects
- Make presentations if needed
- Make initial contract efforts

WORKING WITH OUR STATISTICS SYSTEM AND TESTIMONIALS

- Develop and implement an information capturing system / plan
- Collect and archive all types of stories, pictures and testimonials from the public and the organizations we work with
- Use computer to archive all information

CELEBRITIES/ PATRON CONNECTION LIAISON

- To select and contact Thunder Bay celebrities
- To assist in the planning and implementing of Public Relation adds with CCA Celebrity
- To collect and archive all publicity items on the events with the celebrity

VOLUNTEER AS MEDIA HOUSES LIAISON

- Create a list of local stores and companies that are potential donors for the CCA clothing outlet
- To assist in the planning and contacting of potential donors and the presentation of our projects to the public

HELP WITH THE UNDERCOVER PROJECT

- Create a list of local stores and businesses who would donate to the project
- Create a list of organizations who would distribute our coupons
- Physical help with unpacking and packing of the purchased and donated items
- Physical help with distributing/ redeeming the Undercover items

HELPING WITH ODD JOBS

- Checking for potential hazards and reporting to the distribution manager
- Repairing small items such as; locks or small plumbing, painting etc.
- Help on planning for small construction projects

Please Note

- Visitors, family and friends, are to remain in the store front areas only, the warehouse and sorting areas are for staff and volunteer access only.
- Volunteers wishing to purchase items are to have the on shift Store Manager determine the pricing and have the items bagged.