

RECREATION & LEISURE SERVICES POLICY AND PROCEDURE

Manual	Recreation & Leisure Services	Policy No.	DRAFT
Section	Role Description	Date Reviewed	October 2019
Position/Guideline	Gift Shop Volunteer Worker	Page #	Page 1 of 1

POLICY STATEMENT

Devonshire Seniors Community (DSC) is committed to enhancing the life of residents through the provision of recreational and social activities within the centre.

PURPOSE

The Devonshire Seniors Community's Gift Shop "Treats and Treasures" is overseen by the Devonshire Foundation. Funds generated through the shop are used in the centre for programs, services, and supplies/equipment for the residents.

PROCEDURE

DEPARTMENT: **Recreation**

VOLUNTEER JOB TITLE: **Gift Shop Volunteer Worker**

REPORTS TO: **Volunteer Coordinator**

JOB SUMMARY:

- Volunteers assist customers to choose purchases, stock shelves, and maintain cash sales.
- Shift times are daily (Monday to Sunday) 9 am to 12 pm, 1 – 4 pm, and 6 – 8 pm.
- We are looking for individuals to work a minimum of one to two shifts per week on a regular schedule.
- If you are interested in working in a retail environment, enjoy socializing with customers and making a difference in the lives of the residents of Devonshire Seniors Community, we invite you to join us!

TYPICAL DUTIES AND RESPONSIBILITIES

1. Opening and closing the store – key access
2. Money management and record keeping
3. Supplies record keeping
4. Coffee machine – basic use and cleaning
5. Customer Service – able to visit with the customers of the Gift Shop – for many it is a social hub.



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QUALIFICATIONS

1. Ability to handle small amounts of money, add and subtract to make change
2. Ability to write/print to keep records
3. A clean record check is required for this position. We can assist you in processing an application (\$15 for volunteers 18+ yrs) if you do not already have a current one.
4. Outgoing personality and good conversationalist

PLEASE APPLY TO:

Online: dccvolunteer@parkplaceseniorsliving.com

Or call: 780-665-2277 – Carla Rugg – Volunteer Coordinator