Position:  Training & Volunteer Supervisor  
(3 Positions Available)

Term:  Seasonal, Part Time (20 to 44 hours per week)  
November 1 to December 21, 2011 (2 positions)  
November 1 to January 20, 2012 (1 position)

2011 is the 57th annual campaign for 630 CHED Santas Anonymous. We anticipate on providing toys for approximately 25,000 children in Edmonton this Christmas.

Training & Volunteer Supervisors are responsible for all aspects of the toy wrapping area including sorting incoming toys and the bagging of wrapped toys for families. With support from warehouse and office staff this role supervises and trains volunteers to ensure gift packages are consistent.

Duties:
• Train volunteers in the wrapping, sorting, battery and bagging areas
• Ensure volunteers record their hours
• Supervise and lead volunteers to be successful in their roles
• Provide ongoing volunteer recognition
• Ensure volunteers have sufficient supplies
• Evaluate procedures for efficiency and training

Qualifications and Attributes:
• High regard for staff, volunteer and client confidentiality
• Experience or education in volunteer management or training adults
• Excellent communication, leadership and people skills
• Be positive and able to motivate others around you
• Quick Learner, skilled at multi-tasking and problem solving
• Able change priorities instantly
• Available to work rotating evening and weekend shifts (November 14 to December 21)
• Must be available December 17 and 18
• Reliable transportation

Interested applicants are invited to submit a resume and covering letter via email or fax. Please ensure your subject line reads “Training & Volunteer Supervisor”

Resumes accepted until October 13, 2011

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