

## **Volunteer Position Description**

Title: Summer Internship

Term: June 29 – September 3, 2018 (part-time)

Hours: 160 hours total generally between the hours of 9:00 – 4:00 pm, Mon – Friday with occasional weekends. Schedule will be mutually determined with manager.

Compensation: Unpaid. Bus tickets provided. Reference and/or high school volunteer hours possible.

Reports to: Resource Development Manager or designate.

### **General Duties:**

#### **Communication (75%)**

- Answering the phone and directing calls
- Greeting walk-in visitors
- Interacting with the public at special events & food drives (such as the Ti-Cats Labour Day game)
- Assisting with social media posts & photos

#### **Clerical (15%)**

- Typing in MS Word or Excel
- Copying/scanning
- Taking inventory
- Data entry

#### **Maintenance (10%)**

- Organizing storage areas
- Assisting with indoor/outdoor clean up and maintenance projects

### **Qualifications:**

- High school diploma or equivalent OR grade 11 completion with excellent marks
- Experienced in dealing with the public
- Demonstrated reliability and trustworthiness
- Good written and verbal English
- Attention to detail and an ability to sort, organize, and label
- Good computer skills and experience with social media
- Ability to lift & move 25 pounds

References and/or a completed criminal record check must be provided upon request.

Please send an email with your resume and a cover letter to: Hamilton Food Share at [info@hamiltonfoodshare.org](mailto:info@hamiltonfoodshare.org) or drop off at 339 Barton Street in Stoney Creek

Deadline: Monday, May 14, 2018 @ 9:00 a.m.