

Part-time Christmas Elf Support Helper (Temporary Contract)

Who we are: Youth Empowerment & Support Services (YESST) is a not-for-profit agency working with youth facing difficult realities.

Purpose of opportunity: Every year before Christmas, we hire an Elf Support Helper to come in and take care of the donations that come pouring through our doors. The position usually extends to mid or end of January to get everything cleaned up, sorted, and distributed to all program areas in our agency and to other agencies. This opportunity is ideally suited for a candidate who can cover shifts into the early evenings, during the weekdays and coverage over the weekends. This position will report to our Facilities Maintenance Supervisor.

Responsible for:

- Receiving incoming donations in a professional and courteous manner.
- Organize and maintain order and cleanliness of donation room.
- Loading, transporting, unloading donations between Whyte Ave and the Armoury Resource Centre.
- Sort, organize and display donations
- Receive , record and ensure Financial Administrator receives gift cards and monetary donations daily
- Coordinate , sort , organize , price items for Staff sale and ensure Financial Administrator receives payroll deduction forms and any monies for purchases daily
- Promptly communicating to the Supervisor any issues or concerns which occur during your shift

In addition to the position description provided above, all YESST Employees are responsible for the following:

- Provide a professional level of service to donors
- Promote the agency in a positive manner to the outside community
- Share information, communicate, and collaborate with other YESST staff

Qualifications:

- At least 1 year of customer service experience in retail or merchandising
- Prior experience working for a non-profit will be considered an asset
- Must have demonstrated the ability to be comfortable answering questions from multiple sources and be able to prioritize task accordingly
- Availability and flexibility to work 8 hour day shifts (start times ranging from 8:30am to 10am)

Other Requirements:

- Must have full Class 5 or Class 5 GDL driver's licence
- Must show proof of vehicle insurance (at least \$ 1 million third party liability)
- Able to lift 40-50 lbs and go upstairs (frequently)
- Provide at least two relatively recent work-related references

Start Date: ASAP

Deadline: Open until vacancy is filled

Contract Length: December 2017 to mid or late January 2018

YESST is an equal opportunity employer, committed to an inclusive and safe work environment for people of all backgrounds. YESST is also a pet-friendly workplace.

We thank all applicants for their interest, however only those shortlisted will be contacted