



TITLE: MICRO ENTERPRISE/DONATION ASSISTANT

Program: My Sisters' Place

Position Location (full address): 566 Dundas Street, London, ON

Time Commitment: One shift per week, 3-4 hours

Role Description and Primary Responsibilities:

- Providing encouragement and support to participants of the Micro Enterprise program
- Assist at public events and/or retail "pop up" events as required
- Assisting with removal of recyclable materials within Coach House or basement
- General maintenance for space signage
- Re-stocking donated personal hygiene items as necessary for unreceived orders
- Ensuring the processing of donated gift cards as per agency policy and procedure
- Ensuring that the emergency walkways are free of any stored items or debris.
- Sorting and preparing items that are to be donated to an outside agency
- Communicate inventory levels of donated items to delegated My Sisters' Place staff for the purposes of determining need for public asks
- Sorting incoming donations and stocking all items onto appropriate storage shelving
- General cleaning regiment (i.e. sweeping of floors somewhat regularly)

For Micro Enterprise Specifically:

- Take apart donated jewelry, sort and put away.
- Assist women in their final presentation of sales tags and inventory
- Assist with Quality Control
- Help organize cupboards and shelves.

Required Qualifications:

- Current & Clear Vulnerable Person's Sector Check.
- Minimum of 18yrs old age
- 2 written references with contact (1 professional)
- Minimum commitment of 6months

Experience & Qualifications: *(list required and preferred/those that would be considered an asset)*

- Excellent customer service skills and a pleasant demeanor
- Strong, demonstrated ability to organize space and inventory, and mobilize others
- Reliability and punctuality
- Ability to handle stress and conflict in a calm manner
- Current WHMIS training which will be offered at the commencement of the position, as well as ongoing trainings which will be offered

Physical and Mental Requirements:

- Must be able to stand for a few hours at a time.
- Must be able to lift up to 20 lbs
- Must be able to climb stairs

CLICK HERE TO APPLY NOW: [Volunteer Application Form \(smartsheet.com\)](https://smartsheet.com)

Detailed Summary of Position:

At My Sisters' Place, we rely on the efforts of volunteers to help us receive, organize and efficiently distribute various donations that are received on-site and provided to the women we serve; and create an atmosphere that fosters support and encouragement within the ME program.

We place tremendous value on the contributions of our volunteers to help us support more than 1,500 women who walk through our doors seeking services and support each year. Volunteers with our team play a role in improving the quality of life for women who are undermined by homelessness, poverty, mental health, addictions and other complex health issues.

We are proud to include our volunteers as part of our innovative, client- and recovery-focused team.

Volunteering at My Sisters' Place offers the chance for volunteers to gain knowledge about addictions & mental health, to learn of the various services and supports available within the community, and to meet new people.

Reporting Relationship:

Micro Enterprise Coordinator, or their delegate.