

VOLUNTEERS

TUCK SHOP VOLUNTEER

*Do you enjoy meeting new people? Our Tuck Shops are an excellent way to meet our residents. Are you looking for a volunteer opportunity that keeps you busy a few shifts a week? Our on-site Tuck Shops are a retail environment in a friendly continuing care manor.*

### **ROLE DESCRIPTION and RESPONSIBILITIES**

Tuck Shop Volunteers provide customer service to residents, visitors and staff in a retail environment. You will have exceptional time management and organizational skills. The Tuck Shop Volunteer will create retail displays, handle sales, and assist with stocking the Tuck Shop. You will need to be comfortable and proficient at handling cash and able to stand for extended periods of time. You enjoy being busy and are able to commit to weekly scheduled shifts as agreed. If you decide to go on the *Casual Tuck Shop Volunteer* list, you would still ideally be able to commit to 2 to 3 scheduled shifts per month.

*You will need:*

- Excellent communication and interpersonal skills to engage with residents
- Understand the safety requirements and rules of the Brenda Strafford Foundation
- Sign in and out and track your hours
- Arrive on time and maintain a professional demeanor with residents and staff
- Report the resident's participation to your supervisor for charting on their clinical record
- In a timely manner, let your supervisor know if you are running late or unable to fulfill your commitment

### **REQUIREMENTS**

- Completed application
- Successful completion of the interview process
- Positive reference checks
- Pass a City of Calgary Police Information Check and Vulnerable Sector Search
- Complete the orientation and screening process

### **SUPERVISED BY**

Manager of Therapeutic Recreation & Volunteer Services/Life Enrichment Manager

February 2023  
Date of Origin