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Volunteer Representative

Volunteer Position Job Description

Job Title: Volunteer Representative – based in Saskatoon

Time Commitment: 6 hours per week (minimum)

Purpose: The Princess Shop's Representatives are responsible for general duties as assigned by the Executive Director. The Representatives are assigned tasks on a weekly basis to assist the Executive Director with various tasks in every program and event throughout the year.

Key Responsibilities:

- Work with the Executive Director to manage all tasks and duties with regards to all programs:
 - **The Dress Program**, including maintenance of facility, conducting dress appointments.
 - **The Next Chapter Program**, including the pursuit of sponsors and applicants.
 - **The Fairy Godmother Program**, in support of the Program Coordinators.
 - **The Glass Slipper Benefit for Princesses**, including the pursuit of auction items, program advertisement sales, ticket sales, promotion, etc.
 - **The Perfectly Pink Appreciation BBQ**, including planning and promotion.
- Continually engages in efforts to creatively grow and enhance all programs, generating new ideas to support current/new initiatives to discuss with the Executive Director.
- Complete other duties as assigned.

Reports to: Executive Director of The Princess Shop.

Position Term: Representatives are engaged for a period of time that runs until the end of the following graduation season. i.e. All Volunteer Representatives are asked to commit to two graduation seasons to ensure appropriate volunteer turnover. Following the second graduation season and each subsequent summer, the Volunteer Representative can be reappointed for another year at the discretion of the Executive Director. If engaged in May 2012, the Volunteer Representative is asked to commit to June 30, 2013.

Qualifications:

- Excellent communication skills, both written and verbal.
- Strong computer skills, including experience with MS Office Suite and apps like Google Calendar and Google Docs. Additional computer skills, i.e. experience with website content management systems, would be an asset.
- A pleasant manner and patience, as well as drive, determination and passion!
- An ability to meet deadlines and prioritize, and a willingness to put their responsibilities within this volunteer position first, on occasion.
- Experience working effectively both alone and within a team
- Strong leadership skills.
- A personal emphasis on being dependable and a willingness to do what it takes to get results.
- An ability to self-motivate and can motivate others.
- Great attention to detail and is organized.
- The resourcefulness and courage to be able to solve problems on the fly, take initiative, and take smart risks.