



Volunteer Opportunity

Dress Appointment Core Volunteer

About: The Princess Shop (TPS) Mentorship and Female Youth Development Inc. is a non-profit organization that has been supporting female students who face financial and social barriers since 2007. Many of the graduates we serve face multiple barriers and something as simple as attending their own graduation celebration is not an option. The Princess Shop takes immense pride in being able to provide female students with an enhanced graduation experience and access to programming opportunities such as mentorship, life skills workshops, and education scholarships. We are based in Saskatoon and serve all of Saskatchewan.

Volunteer Position Title: Dress Appointment Core Volunteer

Location: Saskatoon, SK

Background: The Dress Program is The Princess Shop's original and flagship program which lends dresses, shoes and accessories to female students in financial and/or social need who are graduating from a primary, secondary or post-secondary institution in Saskatchewan. Since 2007, we have served over 1,300 students across the province. It is our vision that every woman, girl, and 2SLGBTQ+ student can participate fully in their graduation ceremonies, celebrate their accomplishments, and reach their full potential - ultimately impacting these students now and their communities far into the future.

Intent: The Princess Shop is seeking 5 Core Volunteers to conduct dress appointments for the upcoming graduation season. Female graduates are booked in for 1.5 hour appointments at The

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Princess Shop to select a dress for their graduation. Volunteers welcome the graduate, provide an overview of the dress appointment process, and assist the graduate in trying on and selecting a dress. The Princess Shop has a very small staff team and volunteers are integral to the success of our programs.

Position Term: The position term is January - June. Volunteers are requested to commit to one graduation season to ensure appropriate volunteer coverage for dress appointments for the upcoming graduation season. Volunteers are welcome to return for following graduation seasons and engage in other volunteer opportunities.

Commitment and Expectations:

- Commit to 6 hours/week between January - June 2023
- Commit to 2 hours for each volunteer shift
- Have availability on weekdays, weekday evenings and/or weekend days (Saturday and Sunday); shift scheduling will be done in consultation between the volunteer and The Princess Shop's Program Coordinator

Support: Orientation and volunteer support will be provided by The Princess Shop's Program Coordinator and experienced Dress Program volunteers. Volunteers will not work alone - there will be a minimum of 2 individuals (volunteers and/or staff) on-site for all Dress Appointments.

Team: Volunteers will work with The Princess Shop's Program Coordinator and other Dress Program volunteers. The team will work together to create a reasonable commitment of time and coverage for all involved.

Qualifications:

- Ability to provide support with understanding, empathy and compassion to individuals who face financial and/or social barriers
- Ability to provide a safe, caring and inclusive environment for all, including Indigenous, Newcomer, Visible Minority, 2SLGBTQ+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning) and other students experiencing financial and/or social need
- Excellent communication skills
- Strong computer skills, including experience with Microsoft Office Suite and applications such as Google Calendar and Google Docs
- A pleasant manner and patience, as well as drive, determination and passion
- A willingness to prioritize their responsibilities as a volunteer

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- Ability to work effectively both alone and within a team
- Personal emphasis on being dependable and a willingness to do what it takes to get results
- Ability to self-motivate and can motivate others
- Great attention to detail and is organized
- Resourcefulness and courage to be able to solve problems on the fly and take initiative

Key Responsibilities:

- Attend Dress Appointment orientation and training (in-person at The Princess Shop; date TBD)
- Provide an official Criminal Records Check with the Vulnerable Sector (letter provided by The Princess Shop to receive check free of charge)
- Accept dress appointments when they are scheduled (based on availability as discussed with The Princess Shop's Program Coordinator)
- Send appointment reminder to graduates before their appointments as necessary
- Arrive 15 minutes before the appointment to prepare
- At the appointment, welcome the graduate, provide an overview of the dress appointment process
- Assist the graduate in trying on and selecting a dress
- Start wrapping up the appointment 15 minutes prior to the end of the appointment
- After graduate leaves, document the dress selection and file paperwork
- Notify the Program Coordinator two weeks in advance if you cannot attend a scheduled Dress Appointment
- Represent our organization accurately and respectfully
- Maintain the confidentiality of the organization and clients

Reciprocal Benefits: Individuals who volunteer with The Princess Shop receive valuable volunteer experience and Dress Program volunteers get to witness the confidence, empowerment and joy that graduates experience when finding the perfect dress. Our volunteers also have fun and build friendships. The Princess Shop volunteers can receive a letter of reference signed by The Princess Shop's Executive Director upon request.

To apply: Please email your resume to info@theprincessshop.ca. Feel free to contact us if you have any questions.

Priority will be placed on women, Indigenous, and 2SLGBTQ+ volunteers. We welcome everyone to apply.

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