



# Volunteer Job Descriptions & Qualifications

Comrie's Sports Equipment Bank is always in search of new members to join our team! We pride ourselves on having a fun, flexible, and family friendly volunteer culture where people of all ages can give back to their community in an impactful way!

If you are interested in volunteering, please fill out our volunteer application and return it to [ben@comriessports.org](mailto:ben@comriessports.org).

## Outfitters

- Greet clients in pleasant manner
- Collect appropriate referral, if applicable
- Inform parent/guardian when their referral will expire
- Outfit client(s) with appropriate sports equipment assuring best possible fit
- Instruct client(s) on proper care and use of equipment
- Review Equipment Supply form with parent/guardian
- Clean up excess equipment
- Notify staff about equipment shortages
- File paperwork

## Qualifications:

- Police check with vulnerable sector
- Ability to bend down
- Helpful and friendly demeanor
- \*Knowledge of sports equipment is an asset
- \*Experience with kids is an asset

## Donation Processors

- Unload sports equipment from drop-off vehicles and/or Comrie's van and trailer
- Look over equipment for obvious deficiencies, pair equipment, and sort based on type of equipment
- Put applicable gear in sanitizing machine
- Size and label equipment
- Stock immediate service shelves
- Box and label excess equipment according to size and quality
- Bulk Order
  - Pack bulk orders according to group application for equipment sheet
  - Label order
  - Complete Equipment Supply form
  - Notify staff about missing equipment
  - File paperwork

## Qualifications:

- Police check with vulnerable sector
- Ability to lift up to 25 pounds
- Ability to lace skates and shoes
- \*Knowledge of sports equipment is an asset

### **Donation Collectors**

- Pickup sports equipment from drop-off locations
- Return bins to original bin location
- Unload equipment at Comrie's
- Log donation pickup on sign-in sheet

#### **Qualifications:**

- Police check with vulnerable sector
- Valid Alberta driver's license
- Ability to lift up to 25 pounds
- If planning to use Comrie's van, a clean driver's abstract will need to be provided

### **Event Representatives**

- Sign-in at event, if applicable
- Set up volunteer station – e.g. tables, banners, equipment display, etc.
- Greet attendees at the event
- Present brief Comrie's introduction to educate people about Comrie's
- Answer questions about Comrie's
- Provide Comrie's marketing products – e.g. pamphlets, business cards, etc.
- Solicit for donations
- Recruit volunteers
- Inform Comrie's staff about the results of the event

#### **Qualifications:**

- Police check with vulnerable sector
- Ability to lift up to 25 pounds
- Ability to get to event without another Comrie's team member
- Comfortable interacting with the public
- Friendly and helpful demeanor

### **Office & Administrative Personnel**

- Data entry
- Booking appointments
- Emailing
- Filing
- Creating documents
- Community outreach

#### **Qualifications:**

- Police check with vulnerable sector
- Ability to communicate over the phone and through email, accurately and professionally
- Ability to uphold current filing processes, and possibly suggest improvements
- \*Administrative experience is an asset
- \*Experience with excel, word, and Gmail is an asset