



“REUSE CENTRE” ASSISTANT

Volunteer Role Summary

PURPOSE

This volunteer role is designed to support the efforts of E3 staff at the ReUse Centre with the preparation and display of donations for sale, and in the respectful provision of customer service. This role enhances the customer experience, raises necessary funds through social enterprise and is meant to bring joy, enthusiasm and different perspectives to the work of E3.

LOCATION

20 Balsam St, unit 14, Collingwood

DATE/TIME OPTIONS

Flexible

Minimum commitment of 2 hours per week for 6 weeks.

CONTACT

Volunteer Manager
carolynsmith@e3.ca
705-443-1342

ACTIVITIES

CORE ACTIVITIES

- Attend Volunteer Orientation and Training
- Preparing for Sale
- Merchandising
- Customer Service

OPTIONAL

- Sales
- Volunteer Support and Supervision

RESPONSIBILITIES

HEALTH AND SAFETY

Volunteers must adhere to E3 Health and Safety directions, and to the specific needs of Individuals supported. These may include:

- Proof of COVID-19 vaccination
- Wearing face mask, closed toe shoes, and perhaps gloves
- Must be able to lift up to 20lbs and navigate stairs
- May require long periods of sitting

CODE OF ETHICS

Volunteers agree to abide by E3 policies and code of ethics. It is essential that privacy, personal dignity and open communication be respected.

REPORTING

Volunteers report to the ReUse Centre Manager, who will track time volunteered. E3 House Staff will be available for ongoing support/supervision all personal care of Individuals. Communicate any risks, concerns or ideas for improvement in a timely and respectful manner.

LIMITATIONS

E3 Volunteers may not represent the organization or enter any agreements on behalf of E3.

Volunteers will avoid any financial transactions and apparent conflict of interest, particularly with Individuals supported.

REWARDS

- Customer service and Sales experience
- Community engagement
- Supporting important work
- Social and professional interaction building positive relationships
- Invitations to E3 training
- Annual Volunteer Recognition
- Staff and Volunteer 25% discount at the ReUse Centre.
- Opportunities to provide and receive feedback and support
- Experiencing the growth, development of confidence and social skills of Individuals supported
- Modest mileage reimbursement available