



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

VOLUNTEER OPPORTUNITY

MARKET MOBILE (ADMINISTRATIVE)

POSITION DESCRIPTION:

Assist staff in administrative duties

Days & Time:

The work days are flexibles. Some items can be done remotely (at your convenience)

(Approx. 6 - 12 hours per month)

VOLUNTEER RESPONSABILITIES:

- Work under the supervision of the Project Officer
- Prepare the order for the next week.
- Compare prices and deals of our different suppliers and select the most affordable produce
- Prepare whole sale list of products (based on inventory & sort out sheets).
- Finalize order (quantity and sources) with project officer.
- Update inventory & sort out sheet (remaining and projected).
- Create new sort out sheet (for next week).
- Determine products pricing, create price list, receipt book and outside price list
- Identify the best prices of the week (out of the price list (on canva.com)
- Create a featured recipe for the weekly newsletter
- Update the website (price list and recipes)
- Prepare and publish weekly newsletter
- Schedule social media activities for the week on Hootsuite
- Update sales journal and site sales data
- Write down the price signs
- Print the outside price list, receipt

REQUIRED EXPERIENCE/SKILLS/EDUCATION:

- Proven customer service or retail experience is a plus.
- Great attention to detail.
- Good communication and people skills.
- Able to work with a team that consists of staff and volunteers
- Able to demonstrate empathy, respect, assertiveness and tact
- Reliable



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- Dependable

VOLUNTEER SKILLS:

Spreadsheets, Reports, Social Media

BENEFITS:

- Getting involved in the community
- Building and fostering relationships with people and businesses in our community
- Assisting Rideau-Rockcliffe Community Resource Centre to best provide for those in need
- Studies show that volunteering has various health benefits
- Building skills for a resume and future job prospects

HOW TO APPLY:

1. Email: volunteer@crcrr.org
2. Call (613) 745-0073
3. Complete application