



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

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

## **VOLUNTEER OPPORTUNITY**

### **MARKET MOBILE (CUSTOMER SERVICE)**

**POSITION DESCRIPTION:**

Assist staff in opening and closing the market, processing sales, and engaging with the community.

**Days & Time:**

Wednesday, Thursday, Friday and possibly on Saturday

It is preferred if you are able to do 6-7 hour Shifts. However, we also have 1-2 hour shifts, 2-3 hour shifts, 3-4 hour shifts.

(Approx. 3-6 hours per month)

**VOLUNTEER RESPONSABILITIES:**

- Work under the supervision of the Project Officer
- Provide excellent customer service.
- Ensure the store is clean, safe and in order.
- Keep shelves fully stocked with fresh products.
- Prepare store displays and ensure that products are accurately labeled.

**REQUIRED EXPERIENCE/SKILLS/EDUCATION:**

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

**VOLUNTEER SKILLS:**

Customer Service, interpersonal skills



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

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

**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](mailto:volunteer@crcrr.org)
2. Call (613) 745-0073
3. Complete application