



Confederation Park 55+ Activity Centre

Position	Time Commitment	Description
RECEPTION DESK	3 hrs/shift a.m. 9-12 p.m. 12-3 Monday – Friday	Greet visitors Answer phones Balance cash summaries
MERCHANDISE		
Boutique/Next-to-New	3 hrs/shift a.m. 9:30 – 12:30 p.m. 12:00 – 3:00 Monday - Friday	Keep area tidy Assist customers Record/submit sales
Sorting Room	Minimum 1 hr/shift Flexible	Launder clothing donations Sort merchandise for sale
KITCHEN		
Host(ess)	4 hrs/shift 9:30 – 1:30 Monday – Thursday* (* Only open to 12:00 Thurs.)	Prepare sandwiches Make coffee Heat soup Wash dishes
Lunch Rush	1.5 hours/shift 11:30 – 1:00	As above
Shopping	2 hours (Approximate) Once/week	Purchase food, ingredients and supplies for the kitchen at Costco or Superstore
BOOK NOOK	Minimum ½ hour/shift Flexible	Re-shelve returned books Keep books in Alphabetical Order
Tea & Conversation	3 hours/shift Thursdays/ Average One a month	Prepare Tea & Coffee Wash Dishes Put out desserts
Saturday Night Dances	Saturday Variable	Collect Tickets Make sandwiches bartend
SPECIAL EVENTS	Varies	
Garage Sale	Varies	Sorting donations for the few days leading up to the event Sales during the event
Casino	Varies	
Committees	Variable Event/ Marketing/Fund Development	Monthly Meetings Other events as needed
Fundraising	TBD	

Contact: Angela McIntyre, Coordinator of Volunteers
T: 403.289.4780 E-mail: angela@yycseniors.com