

Title of Role: Shelter Ambassador

Purpose of Role: To provide a warm, inviting and safe atmosphere for in-house, special-event attendees

Qualifications:

- Must be over the age of 18
 - Ability to lift 30 lbs
 - Experience & confidence in client services i.e. greeting and interacting with the general public
 - Able to be flexible and versatile on the spot, provide clear instructions to others, and work in a team environment
 - Must have Vulnerable Sector Criminal Record Check in order to work with individuals under 18 years of age.
 - Establish the practice of signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
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Time Commitment:

- Minimum 1-year commitment, attending at least 8 – 12, three-hour events annually.
 - Events are conducted both during the week and weekends
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Primary Tasks/ Responsibilities:

- Lead groups of people or children in activities around and in the shelter
 - Provide tours of the Adoption Centre
 - Assist in set up and tear down of room and/or activity needs
 - Supervise animals interactions
 - Facilitate the safety and well-being of youth at all times
 - Providing feedback and reporting to the Volunteer Coordinator and/or Events Coordinator
 - Signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
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Recruitment/ Selection:

- As per WECHS volunteer selection practices, volunteers must complete:
 - WECHS Volunteer Application Form
 - Undergo an interview
 - When selected, complete a Vulnerable Sector Criminal Record Check
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Orientation and Training:

- General Volunteer Orientation
 - Buddy Shift(s) – hand's on training, practice and application of in-class training session
 - Multiple Choice Testing with a grade of 90% or greater
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Dress Code: Closed-toed shoes, business casual attire
No loose jewellery
Volunteer must wear an ID badge at all times

Supervision: Volunteer Coordinator

Location: Onsite

Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.