



Position: Receptionist Elf

Seasonal Term: 20-40 hours per week Oct 9 to Jan 27
Weekdays, evenings & weekends
Must be available December 16 and 17

The Receptionist Elf is the first point of contact for those visiting Santas Depot, phoning or sending email. The role includes assisting the Volunteer Coordinator in the day-to-day operations of the campaign and supporting the Depot Supervisors during peak times.

A typical day may include

- Opening and closing Santas Depot
- Communicating with the general public, donors and volunteers in person, via email and telephone in a timely and fun professional manner
- Having way too much fun and spontaneously breaking out into song
- Data entry, more data entry and filing
- Receiving toy and monetary donations
- Enthusiastically expressing volunteer and donor appreciation
- Updating the website and assisting with social media posts
- Training volunteer greeters
- Keeping the break area clean
- And the ever popular “other duties as assigned” such as: stuffing envelopes, ordering coffee and office supplies and making a big deal when a child visits Santas Depot

You

- Are amazing and fun
- Have the most clear and wonderful telephone manner
- Act with integrity and honesty
- Consider Microsoft Office 13 and finding your way around the internet a breeze
- Thrive on taking a challenge and finding a creative solution
- Are respectful with a high regard for transparency and confidentiality
- Work with Word and Excel daily and can teach the rest of the elves some shortcuts
- Can send email in your sleep
- Are as excited to come to work as you are to leave work
- Have worked in Donor Perfect or other databases and are so accurate with data entry it is astounding
- Can explain just about anything to anyone and have them understand
- Are a positive self-motivator and love to inspire others
- Can physically lift 30 pounds
- Look good in a black vest and curled toe elf shoes
- Are willing to provide a criminal record check

Interested applicants are invited to submit a resume and a covering letter telling us where you picked up your helping-people super powers. Ensure the subject line reads “Receptionist Elf”.

Resumes accepted until noon on September 21, 2017

Lana Nordlund, Executive Director
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