



Position: Santas Depot Supervisor

Seasonal Term 1: October 15, 2018 to January 11, 2019
12 to 40 hours a week; weekdays and December 15 & 16

Seasonal Term 2: November 11 to December 23, 2018
8 to 20 hours a week; evenings and weekends

630 CHED Santas Anonymous is seeking Depot Supervisors to ensure the spirit of Christmas arrives to over 25,000 less fortunate children in Edmonton this year. The role is responsible for all aspects of preparing toys to leave Santas Depot for their forever home.

A typical day may include:

- Training and supervising volunteers in the gifting, sorting, battery and bagging areas
- Leading volunteers to be successful in their roles and providing ongoing recognition
- Managing the logistics of receiving donations and moving toys in and out of Santas Depot
- Stocking the gifting, sorting, battery and bagging stations
- Coordinating gifts to fill other agency requests
- General maintenance and keeping Santas Depot orderly and clean
- Having way too much fun
- Maintaining the inflatable Santa on the roof
- And the ever popular “other duties as assigned” such as: moving fences and testing toys

You:

- Demonstrate the values of 630 CHED Santas Anonymous
- Are amazing and fun
- Must be available December 15 and 16
- Have experience training adults and get a kick out of getting people to their aha! moments
- Can physically lift items up to forty pounds and can safely move items over forty pounds
- Are ready and willing to work indoors and outdoors
- Can explain just about anything to anyone and have them understand it
- Are as excited to come to work as you are to leave work
- Thrive on taking a challenge and finding a creative solution
- Will wear approved footwear for operating a power stacker, (CSA approved with Green Triangle). Having a valid forklift operator licence is an asset.
- Are a positive self-motivator and love to inspire others
- Look good in a black vest and are not opposed to wearing elf ears when required
- Are willing to provide a criminal record check

Interested applicants are invited to submit a resume and a covering letter specifically indicating which Seasonal Term you are applying for (based on the hours) and telling us where you picked up your super powers. Ensure the subject line reads either “Santas Depot Supervisor Term 1” or “Santas Depot Supervisor Term 2”

Resumes accepted until October 10, 2018

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