

Downtown Eastside Women's Centre



Position: Floor Volunteer

The Floor Volunteer assists floor staff by keeping an eye on the Centre as a whole. This shift is flexible and can run anywhere from 10:00am – 2:00pm, 11:00am to 3:00pm or 12:00pm – 4:00pm, whichever suits your schedule best. While on shift you are responsible for:

- Communicating respectfully and effectively with women including staff and other volunteers. Support one another and have each other's backs. We are an unstoppable team when we work together!
- Communicating any concerns, comments and positive feedback to Nadia, Skills Development Coordinator.
- Spot sweeping/mopping when necessary.
- Wiping down tables/sanitizing/collecting used items and disposing of them.
- Demonstrating Occupational Health and Safety protocols by always wearing a mask and pair of gloves and changing them frequently.
- Following all other COVID-19 safety protocols.
- Donation acceptance – you will be the point of contact for all incoming donations. You determine whether donations are acceptable and putting them away in the appropriate place. Unacceptable donations: furniture, housewares including mugs, plate, pots and pans, cooking utensils, appliances of any sort and so on.
- Cutlery duty if our in area volunteer isn't present. Ask Nadia or the kitchen for the cutlery tray and they will be happy to assist.
- Maintaining a safe, respectful environment for both volunteers and women by keeping an eye on interactions and alerting staff if necessary.
- Other tasks as required.

To apply, please send a cover letter/letter of interest and resume to Nadia, Skills Development Coordinator, at: skills@dewc.ca