

**Job Title: Coats for Kids (C4K) Distribution Assistant**

Persons Served	<ul style="list-style-type: none"> <li>• Core target group: infants, toddlers, children, adolescents, young adults</li> <li>• Secondary target group: adults, seniors</li> <li>• May or may not be Canadian citizens</li> <li>• May or may not be permanent residents</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• To provide a winter coat and, where possible, proper winter gear (hat, mittens, snow pants, etc.) to children and families who cannot afford to purchase these items themselves</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• Increased access to cold weather appropriate clothing</li> <li>• Decreased illness or injury because of a lack of cold weather appropriate clothing</li> <li>• Decreased authority investigation/action because of a lack of cold weather appropriate clothing</li> </ul>
Activities & Tasks	<ul style="list-style-type: none"> <li>• Set up coat racks.</li> <li>• Act as a coat collector for various locations</li> <li>• Act as a clean coat runner, collecting the cleaned coats from the dry cleaners and bringing them to SECC.</li> <li>• Sort clothing by type, size and gender-appropriateness</li> <li>• Display on racks and maintain neatness and organization of racks</li> <li>• Greet persons served upon entry to the distribution site and registration table</li> <li>• Escort and assist persons served with clothing selection and other clerking duties</li> <li>• Record persons served information and clothing selection on tracking forms</li> <li>• Take down coat racks</li> </ul>
Outline of Responsibilities	<ul style="list-style-type: none"> <li>• Provide courteous customer service</li> <li>• Show respect for all persons served in all circumstances</li> <li>• Report anticipated absence or lateness to the C4K Volunteer Coordinator prior to start of scheduled shift</li> </ul>
Schedule & Commitment	<ul style="list-style-type: none"> <li>• Coat collection and pick up weekly during October</li> <li>• 2 to 3 hours per shift</li> <li>• Participation in training and orientation session</li> </ul>

Boundaries & Limitations	<ul style="list-style-type: none"> <li>• Maintain confidentiality</li> <li>• Direct all problems or concerns to the C4K supervisor on staff</li> <li>• Follow SECC Volunteer Policies and Procedures</li> </ul>
Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• Organization and planning</li> </ul>
Personal Traits and Qualities Needed	<ul style="list-style-type: none"> <li>• Personable and friendly</li> <li>• Able to work independently</li> <li>• Patient and caring attitude</li> </ul>
Orientation & Training Available	<ul style="list-style-type: none"> <li>• On-site and/or e-training with C4K organizers and volunteers</li> <li>• SECC Volunteer Training &amp; Orientation Powerpoint</li> </ul>
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> <li>• Volunteer Services Program Leader</li> <li>• Immediate supervisor or SECC staff if different than above</li> </ul>
Mandatory Activities	<ul style="list-style-type: none"> <li>• Submit volunteer hours log sheet</li> <li>• Complete a volunteer feedback survey</li> </ul>
Setting & Location	<ul style="list-style-type: none"> <li>• Distribution site is located at South Essex Community Council, 215 Talbot Street East, Leamington</li> </ul>
Benefits to Volunteer	<ul style="list-style-type: none"> <li>• Helping others</li> <li>• Contributing to well-being of individuals and community</li> <li>• Personal satisfaction</li> <li>• Experience in social/human services setting</li> </ul>
Screening Measures	<ul style="list-style-type: none"> <li>• Volunteer Application</li> <li>• Training and orientation session prior to C4K distribution dates</li> </ul>