

# Volunteer Position Description

<b>Position Title:</b>	Gift Shop – Craft Room Volunteer
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
To fulfill the needs of the “hand crafted” sales category by creating silk flower arrangements /candy gift baskets and balloon/candy arrangements to be merchandised in the SEH Gift Shop.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Interest in learning or proficiency with flower arranging/ making Gift baskets.</li><li>• Ability to work well with others in a small space</li><li>• Maintain confidentiality</li><li>• Professional demeanor</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Create flower arrangements</li><li>• Create Gift baskets/balloon candy arrangements</li><li>• Assist in maintaining organization of Craft Room</li><li>• Mentor new volunteers</li></ul>	
<b>Key Accountabilities:</b>	
For the Group: <ul style="list-style-type: none"><li>• Gross monthly sales in the “hand craft” sales category</li></ul> For the individual: <ul style="list-style-type: none"><li>• Be able to create arrangements that sell in the shop within four weeks of start date</li><li>• Attend Craft Room Volunteer meetings</li><li>• Record in the log book</li><li>• Dependable – works as scheduled</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• One daytime shift per work week in the Craft Room</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Approved volunteer uniform with badge</li></ul>	