

## Home Décor Coordinator

<b>Department:</b> Operations	<b>Staff Support:</b> Landlord
<b>Purpose:</b> To add a sense of style and home to apartments ready for new residents to move into	
<b>Position Duties</b> <ul style="list-style-type: none"> <li>• Decorate apartments by making beds, assembling welcome kits and home decor items</li> <li>• Stock apartments with dishes, small appliances, toiletries, etc.</li> <li>• Complete an inventory list of the apartment and Home Décor supply room</li> </ul>	
<b>The Ideal Person for this Role is</b> <ul style="list-style-type: none"> <li>• Reliable, creative and enthusiastic</li> <li>• Comfortable working in a culturally diverse environment</li> <li>• Energetic and physically capable of moving light furniture and home items</li> </ul>	
<b>Training</b> <ul style="list-style-type: none"> <li>• 2 hour Brenda Strafford Society volunteer orientation</li> <li>• 2 hour role specific training</li> <li>• Continuous training on various topics</li> <li>• Police Record Check with Vulnerable Sector Check</li> </ul>	
<b>Time Commitment</b> <ul style="list-style-type: none"> <li>• Minimum 2-3 hour shift bi-weekly</li> <li>• On-call with 2-3 days' notice</li> <li>• Varying hours available weekdays, evenings, and weekends</li> </ul>	
<b>Benefits to Volunteer</b> <ul style="list-style-type: none"> <li>• Making a difference in the lives of women and children who have experienced trauma</li> <li>• Networking with others w/similar interests</li> <li>• Improving organizational, planning, and communication skills</li> </ul>	
<b>Contact Information</b> <ul style="list-style-type: none"> <li>• Volunteer Coordinator Nikki Knopp 403-270-7240 Ext. 117 n.knopp@brendastraffordsociety.org</li> </ul>	
<b>Growth Potential</b> <ul style="list-style-type: none"> <li>• Apartment Staging Lead</li> <li>• All other Volunteer Roles</li> </ul>	<b>Complimentary Volunteer Roles</b> <ul style="list-style-type: none"> <li>• Donations Station</li> <li>• Helping Hand</li> </ul>