



## Santa's Elves Volunteers

### Position Overview:

Every Christmas FIRST UNITED Social Housing Society works to make sure that families in our three apartment buildings have enough presents under the tree, by collecting donated gifts and matching them to children's wish lists.

This heartwarming effort is a lot of work but with your help we can make sure that Santa makes all of his deliveries this Christmas!

### Key Responsibilities

- Collate and organize gift wish lists
- Match children with donated gifts
- Labeling gifts
- Schedule and organize gift deliveries

### Skills and Knowledge

- Enthusiastic attitude
- Organized and skilled at administration
- Experience working with lists and keeping track of different requirements

### Requirements

- Must be able to lift or carry presents or food up to 50 lbs
- Must have a reliable transportation method to the DTES
- Must be fully vaccinated against COVID-19 (two weeks after second dose)
- Must sign confidentiality agreement
- Must pass a vulnerable sector criminal record check

### Commitment

- A minimum of two 5-hour shifts during December (Mondays, Thursdays or Fridays)

### How to apply

Please forward a resume and cover letter to [volunteers@firstunited.ca](mailto:volunteers@firstunited.ca)