

**Organization:** Lions Foundation of Canada Dog Guides

**Position:** Volunteer Gift Shop Representative

**Location:** Lions Foundation of Canada Dog Guides, Gift Shop Hub 152 Wilson Street Oakville , ON

**Schedule:**

- Mondays, Wednesdays, and Fridays
- Two Shifts Available:
  - 9:30 AM - 12:30 PM OR 1:30 PM - 4:30 PM

We are seeking dedicated volunteers who share our mission and vision to empower Canadians living with disabilities to navigate their world with confidence and independence. As a Gift Shop Representative, you will play a vital role in welcoming clients, staff, and the community into our gift shop, maintaining inventory, showcasing merchandise, assisting with sales transactions, fulfilling website orders, and supporting our overall mission.

**Responsibilities:**

- Greet and welcome clients, staff, and community members entering the gift shop.
- Assist customers with merchandise selection and provide product information.
- Maintain an organized and attractive display of merchandise.
- Keep inventory up to date and report any discrepancies.
- Assist with sales transactions, including operating the cash register and processing payments. (via POS machine)
- Fulfill and package website orders accurately and efficiently.
- Provide excellent customer service and ensure a positive shopping experience.
- Support the overall vision of Lions Foundation of Canada Dog Guides.

**Qualifications:**

- Passion for Lions Foundation of Canada Dog Guides.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a team.

- Basic knowledge of retail operations and sales transactions (training will be provided).
- Reliable and punctual with a positive attitude.
- Comfortable using a cash register and handling money.
- Willingness to learn and adapt to various tasks and responsibilities.

### **Benefits:**

- Opportunity to support and make a positive impact in the lives of Canadians living with disabilities.
- Gain experience in retail operations and customer service.
- Meet and interact with a diverse group of people, including clients, staff, and community members.
- Be part of a supportive and dedicated team of volunteers and staff.
- Receive training and ongoing support in your volunteer role.

**How to Apply:** If you are interested in becoming a Volunteer Gift Shop Representative and supporting the mission of Lions Foundation of Canada Dog Guides, please contact Evelyn Marshall Volunteer Lead at [emarshall@dogguides.com](mailto:emarshall@dogguides.com) or apply online.

We look forward to welcoming you to our team!