

## Spence Neighbourhood Association Volunteer Position Description



**Position Title:** Bulky Waste Reporting Volunteer

**Purpose:** The Spence Neighbourhood Association is seeking dedicated and reliable volunteers to assist with reporting bulky waste in the neighbourhood. Volunteers will sign up to do regular bulky waste reporting.

**Location:** Will be working outdoors in the neighbourhood but reporting to 615 Ellice Avenue.

**Time Commitment:** Seeking year-round casual volunteers who would be required to report to the Community Connecting Coordinator once a month.

### **Duties & Responsibilities:**

- Spotting and reporting bulky waste to 311 accurately, including taking a photo if they can
- Filling out the Bulky Waste Report Form
- If volunteers run out of forms they are responsible to note down details, and retrieve new forms from the coordinator
- Return form and report monthly to the Community Connecting Coordinator

### **Skills & Qualifications:**

- Ability to write
- Access to phone/email (can use 615 Ellice Street)

**Benefits:** Volunteers help to make the Spence Neighbourhood a safer place. They learn to identify and properly report safety concerns in their community. Volunteers are connected with training and learning opportunities. Volunteers will receive a \$5 Tim Horton's gift card per walkabout upon completion of the audit.

**How to Apply:** Those interested in volunteering should fill out an application form available from any of SNA's locations or online at [www.spenceneighbourhood.org/volunteer](http://www.spenceneighbourhood.org/volunteer) . Completed applications can be dropped off at the MERC at 430 Langside Street or emailed to [safety@spenceneighbourhood.org](mailto:safety@spenceneighbourhood.org)