

## Super Shopper Office Volunteer

### **Job Description:**

The Super Shopper would assist the Administrative Coordinator with various errands, shopping lists, and event preparation. This includes taking inventory of supplies, creating shopping lists, placing online orders, and picking up / dropping off orders and supplies for the YFC and City Life offices.

### **Purpose of Role:**

The YFC admin team is looking for a reliable and detail- oriented volunteer to help on an "as needed" basis with some of the errands and various tasks that take our admin staff away from the office. This position helps the admin team better serve ministry staff, board members, and volunteers who use our office spaces for meetings and events.

### **Pre – requisites:**

1. Ability to pick up / drop off supplies with their personal vehicle
2. Great communication skills
3. Comfortable with online shopping

### **Roles and Responsibilities:**

1. Communicating with the Administrative Coordinator to create shopping lists
2. Placing and picking up online orders
3. Occasional in-person shopping
4. Dropping off and putting away any supply orders or purchases
5. Other duties related to shopping or supplies

### **Length of Service:**

The Super Shopper will provide service for a pre-determined time period individually determined by the needs of the YFC admin staff and the volunteer's availability. The Super Shopper has the option to extend or terminate their term as they so choose.