



Volunteer Opportunity

Are you looking to be part of an organization with a vision of a healthy and inclusive community where individuals and families can thrive? Burnaby Family Life has been changing lives for over 50 years and we want you to join our volunteer team!

Position: Volunteer Inventory & Gift Master

Description: The Inventory & Gift Master Volunteer will work together with staff in our Pre and Postnatal Services, Family Resource and/or licensed daycare programs, Administrative Office to help organize gift inventory, donations, learning supplies, craft materials, games, activity boxes and other learning supplies. They will assist with creating and arranging gift basket for our Special Events. They will also help to prepare material training aids and settings for use in the classroom to help systemize orderliness within the facility.

Location and Hours:

- Hours are determined based on supervision; most hours will be weekdays between 9am and 3pm at the following locations.
 - Pioneer- 4535 Kingsway, Burnaby
 - McKercher- 6140 McKercher Avenue, Burnaby
 - Edmonds- 7355 Canada Way, Burnaby
 - Holdom- 2101 Holdom Avenue, Burnaby

Is this role for you? Do you enjoy:

- Ensuring cleanliness, tidiness, and safety of work environment
- Smart organizing solution skills
- Making spaces functional
- Enjoying crafting, assembling and arranging gift baskets

Are you:

- Quick at understanding the organisational needs of space
- Detail-oriented who pays close attention to details
- Ability to lift/carry 30 lbs or more
- Reliable and committed

Since 1971, Burnaby Family Life has been offering quality community social services in Burnaby and in neighboring communities working every day to make this a more inclusive, welcoming, and safe community for all. www.burnabyfamilylife.org

Please forward your resume to: Kate Nogovitsina
Email: volunteers@burnabyfamilylife.org