



Volunteer Opportunity

Studio 2880 Gift Shoppe

Contact: Wendy Young/ 250-562-4526 / executive@studio2880.com

Duties: Volunteers will staff the Gift Shoppe, processing sales (cash, credit card, debit), check displays to ensure items are stocked and replenish when necessary. You will count the float and cash at the beginning and end of your shift, and record complaints, concerns and compliments that require follow up from staff. You will also assist with other duties, such as inventory management and connecting with artists to keep the gift shop running efficiently.

Training and orientation will be provided.

Interviews, references and a criminal records check will be required.

Benefits: Opportunity to gain retail experience and customer service skills, meet other volunteers and artists, and have the opportunity to contribute to a thriving arts and cultural community in Prince George.

Ages: 16 years and up

Suitable for: Adults, Seniors, Post-secondary students, Newcomers / English as a second language

Skills / Experience: Excellent customer service skills, including interpersonal communication skills; dependable with regular and consistent attendance; cash handling skills preferred, but not required. Able to work well with others, and the ability to problem solve. This position requires volunteers to stand for periods of time. You must be fluent in English, and able to attend orientation and training.

Commitment Length: 4 month minimum, or 70 hours

Minimum Hours: 3 hours / week. On call / spare list positions are also available. Please give days / times you are available.

Dates and Times: Wednesday – Saturday Noon-4:00 pm

Seasons: Year Round

Accessibility: Ramp is available for individuals with mobility challenges

Location: 2880 15th Ave. Public transit is close by.