



Distribution Assistant

Type of Opportunity: General
Volunteer Category: <input checked="" type="checkbox"/> FBCYICN Member (14-24) <input checked="" type="checkbox"/> Youth in/from Care (14-24) <input type="checkbox"/> Youth in Care Ally (14-18) <input checked="" type="checkbox"/> FBCYICN Alumni (25+) <input checked="" type="checkbox"/> Former Youth in Care (25+) <input type="checkbox"/> Youth in Care Ally (19+)
Location: <input checked="" type="checkbox"/> Lower Mainland Only <input type="checkbox"/> Provincial-wide **Temporarily located at the United Way Lower Mainland Office at 4543 Canada Way, Burnaby BC**
Description: Help prepare <i>Power Pages</i> magazines to be sent to our youth members, adult allies and partner agency contacts! This means working with a team of volunteers to put the magazine into envelopes and then stamping and labeling the envelopes. We make it feel like a party with treats and fun conversation; and your help is so important in getting Power Pages out.
Start Date: Thursday, Feb. 3 rd , 2011 End Date: Thursday, Feb. 3 rd , 2011
Time Commitment: 4 hours, from 10 am-2:00 pm with a 15 minute break; snacks and bus tickets provided. *3-7 volunteers needed
Supervising Staff: Lisa Mickleborough
Interested? Contact: Who: Jessica Chu, Youth Participation Coordinator E-mail: youthparticipation@fbcyicn.ca Phone: 604-353-3495 or Toll-Free: 1-800-565-8055 (ext. 104)
Deadline: Tuesday, February 1 st , 2011

Key Tasks and Responsibilities:

- Arrive on time, be prepared to go over instructions and get right to work
- Complete assigned tasks which include:
 - Stamping envelopes with FBCYICN stamp
 - Putting mailing labels on envelope
 - Stuffing envelope with requested number of *Power Pages*
 - Passing packages over to supervising staff to add postage
 - Taking the packages to the mailbox
- Have fun!

Skills/Knowledge we're looking for:

- Be on time
- Willingness to stay on-task and keep organized

Training provided and required:

- General Orientation to the Distribution Assistant role

What you'll get:

- Youth volunteer hours counted toward honorarium (for every 20 hours, receive \$100)
- Volunteers staying for 4+ hours will have lunch provided
- Will be acknowledged of your volunteered time in the next edition of *Power Pages*
- Reference if requested
- Invitation to future Volunteer Appreciation Events