



# Camp Fircom Society

Of the United Church of Canada

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<b>Job Title:</b>	<i>Volunteer - Support Driver (Part-Time/on-call)</i>
<b>Salary Band:</b>	<i>Term Contract – Part-Time/On-Call</i>
<b>Reports To:</b>	<i>Executive Director</i>
<b>Contract Date:</b>	<i>July 1st – August 17th</i>
<b>Compensation:</b>	<i>Mileage -- \$0.50/km (Must have own vehicle)</i>

## Job Purpose

Camp Fircom is looking for a part-time volunteer driver to support our summer camp operations! Volunteering one day a week, this role would support summer camp by purchasing items in the city and transporting materials/supplies to and from Horseshoe Bay, such as linens, arts & crafts, first aid supplies, etc. This individual will be a general point of contact in Vancouver, working on a schedule that suits their needs, supported by the Fircom managerial team.

## Working Scope

Work approximately 1 day/week, the volunteer driver will be provided a list of needed supplies/items from the Fircom managerial team, as well as directions to any location and guidance around purchases. The volunteer driver would pick up the items and drop them off in Horseshoe Bay for the summer camp team to pick up. Mileage to be subsidized by Fircom.

**Our Hope:** Our hope is to have 1 driver working on Wednesdays throughout the summer season. The list of supplies/items would be provided by the Managerial team the day before along with directions to any locations, and can be picked up in the morning and delivered to Horseshoe Bay by early afternoon in order to avoid traffic or possible delays, etc.

Camp Fircom will attempt to pay for any purchases by phone to be ready for pickup, however the volunteer driver must have a credit card for purchases that cannot be made over the phone; Fircom will reimburse any purchases made as soon as possible.

## Qualifications

### SKILLS & SPECIALIZED KNOWLEDGE REQUIRED

- Must be hold valid driver's license
- Must have own car
- Must have credit card

### ADDITIONAL SKILLS CONSIDERED AN ASSET

- Knowledge of Fircom and/or the youth-camping industry in general

## Working Conditions

- Volunteer position July 1<sup>st</sup> – August 17<sup>th</sup>
- 1 day per week
- Requires driving
- May involve lifting/moving objects/materials/supplies within reason