



## **Bulky Waste Reporting** **Volunteer Position Description**

The Spence Neighbourhood Association works with the people of Spence to revitalize and renew their community in the areas of Holistic Housing, Community Connecting, Community Economic Development, Environment and Open Spaces, and Youth & Families.

**Purpose:** The Spence Neighbourhood Association is seeking dedicated and reliable volunteers to assist with reporting bulky waste in the neighbourhood.

**Location:** Will be working outdoors in the neighbourhood but reporting to 615 Ellice Avenue.

**Time Commitment:** Seeking year-round casual volunteers who would be required to report to the Community Connecting Coordinator once a month.

### **Duties & Responsibilities:**

- Spotting and reporting bulky waste to 311 accurately, including taking a photo if they can
- Filling out and returning the Bulky Waste Report Form
- If run out of forms they are responsible to note down details, and retrieve new forms from the coordinator
- Report monthly to the Community Connecting Coordinator

### **Skills & Qualifications:**

- Ability to write
- Access to phone/email (can use 615 Ellice Avenue)

### **Benefits:**

- Help to make the Spence Neighbourhood a safer place
- Learn to identify and properly report safety concerns in their community
- Connected with training and learning opportunities
- Will receive a \$5 Tim Horton's gift card per walkabout upon completion of the audit