

Sport Central Volunteer Task Descriptions

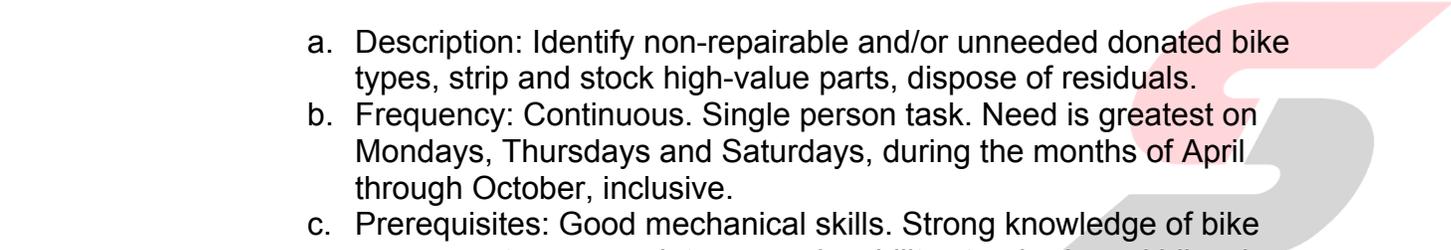
At Sport Central, we depend on volunteers to help accomplish the following day-to-day tasks. This list outlines the prerequisite skills, knowledge, training or experience required to perform each task and in general how much time is required. Our normal hours extend from 9 a.m. to 5 p.m. weekdays and from 10 a.m. to 3 p.m. on Saturdays.

1. Equipment Collection
 - a. Description: A volunteer and volunteer swamper drive the Sport Central cargo van to various locations to pick up donated sports equipment and deliver it to Sport Central. Pickup locations include City of Edmonton police stations, fire halls, retail stores and private residences.
 - b. Frequency: Weekly and intermittent positions available.
 - c. Prerequisites: Valid driver's license. Comfortable driving, parking and reversing a 1-ton cargo van using a mirror. Able to carry as much as 50 pounds of equipment up and down stairs and into and out of the van, including bulky items such as sports bags, exercise machines and bicycles.

2. Sports Equipment Sorting
 - a. Description: Sorting incoming donated sports equipment into: a) ready for immediate use 2) needing repair and 3) unsafe for use. Sorting includes minor refurbish activities such as re-lacing skates, replacing insoles, doping skate toes, etc. Immediate service items are sized, marked, and stocked.
 - b. Frequency: Continuous. Can accommodate up to 3 people at once. Need is greatest on Mondays, Tuesdays, Thursdays and Fridays.
 - c. Prerequisites: Some knowledge of sports equipment types, sizing conventions, and serviceability standards. Patience working with and assessing the quality of equipment is an asset.

3. Bicycle Pre-Service
 - a. Description: Receive and marshal incoming donated bikes. Straighten valve stems, inflate tires, turn handlebars, lube seat-posts, strip non-functional accessories, wash and label bikes preparatory to repair activities.
 - b. Frequency: Continuous. Can accommodate up to 2 people at once. Need is greatest on Mondays, Thursdays and Saturdays, during the months of April through October, inclusive.
 - c. Prerequisites: Some knowledge of different bicycle types and ability with hand tools.

4. Bicycle Parts Salvage

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- a. Description: Identify non-repairable and/or unneeded donated bike types, strip and stock high-value parts, dispose of residuals.
 - b. Frequency: Continuous. Single person task. Need is greatest on Mondays, Thursdays and Saturdays, during the months of April through October, inclusive.
 - c. Prerequisites: Good mechanical skills. Strong knowledge of bike components, nomenclature, serviceability standards and bike shop parts system priorities and organization.

5. Bicycle Repair – *This position is currently full.*

- a. Description: Assess, diagnose, repair, test ride, label and stock donated pre-serviced bikes in accordance with Sport Central serviceability standards.
- b. Frequency: Continuous, year 'round. Can accommodate up to 5 mechanics at once.
- c. Prerequisites: Strong mechanical skills and detailed knowledge of bicycle components, serviceability standards and repair techniques.

6. Helmet Repair

- a. Description: Strip cages and replace screws, clips and straps on CSA approved donated hockey and skating helmets. Strip and stock parts.
- b. Frequency: Continuous. Single person task. Need is greatest August through November.
- c. Prerequisites: Able to use hand tools and manage small parts. Knowledge of helmet safety standards.

7. Glove & Bag Repair

- a. Description: Salvage components, repair hockey bags, re-palm hockey gloves and repair goal pads in the leather shop.
- b. Frequency: Continuous, year 'round. Can accommodate 2 repair technicians at once.
- c. Prerequisites: Strong sewing and repair skills with leather, nylon and plastic materials and zipper, snap, and buckle components. Some knowledge of hockey equipment serviceability standards.

8. Inventory Management

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- a. Description: Move repaired sports equipment to/from downstairs outfitting shelves, and from/to upstairs bulk storage boxes, as dictated by seasonal and demand. Conduct periodic inventory counts of high-value or purchased equipment, such as helmets, sticks and goalie equipment.
 - b. Frequency: Continuous. Need is greatest during early spring and fall seasons. Can accommodate up to 3 volunteers at once.

- c. Prerequisites: Ability to read and make labels, lift boxes up to 50 pounds, climb stairs, climb step ladders, understand organization of outfitting shelves and operate a power lift.

9. Order Assembly

- a. Description: Pick and pack bulk, out-of-town equipment orders from existing downstairs and/or upstairs equipment stocks.
- b. Frequency: Intermittent. Need is greatest in spring and fall. Can accommodate up to 2 people at once.
- c. Prerequisites: Ability to read and make labels, discriminate between different grades of sports equipment, lift boxes up to 50 pounds, climb stairs and step ladders, understand organization of outfitting shelves, operate a power lift, box and pack equipment for shipping.

10. Client Outfitting

- a. Description: Front lobby reception, screening and outfitting of both walk-in inquiries and appointment clients with serviceable donated used sports equipment, including bikes, bike helmets, skates, rollerblades, hockey equipment, skating helmets, etc., following referring agency requests.
- b. Frequency: Continuous. Can accommodate up to 4 outfitters at once. Need is greatest on Monday, Thursday, Friday afternoons and Saturday mornings, particularly April through June for bikes and rollerblades, and August through October for hockey and skating fit-outs.
- c. Prerequisites: Some knowledge of skate, helmet, bicycle and hockey fitting conventions & practices is preferred. Sense of humour and ability to remain calm and patient in a past paced environment. Experience working with clients with minimal English language skills is an asset.

11. Reception/Telephone Answering – *This position is currently filled.*

- a. Description: Receive incoming phone calls, and general inquiries from clients and donors in the lobby, and call on other volunteers for appropriate assistance, as required.
- b. Frequency: Continuous. Single person task. Need is greatest spring and fall on Monday mornings, Thursday and Friday afternoons and Saturday mornings.
- c. Prerequisites: Proficiency with 2-line key telephone system and voicemail system.