

306.222.3311 info@theprincessshop.ca theprincessshop.ca



About: The Princess Shop Mentorship and Female Youth Development Inc. is a nonprofit organization established in 2007 and based in Saskatoon, serving the province of Saskatchewan. Young women graduating from high school (Princess Graduates) are provided with a graduation dress, accessories, and services donated by our community. The Princess Shop has expanded to also include a mentorship program (Fairy Godmother Program) and scholarship, work placement, and skill development program (Next Chapter Program).

The Princess Shop is proud to reflect upon the history of our organization, and is delighted to have impacted the lives of 890 disadvantaged young women over the past nine years. This would not have been possible without the amazing individuals who committed time to our volunteer team to make this success happen.

Volunteer Title: Volunteer Representative, Saskatoon (VR)

Purpose: The Princess Shop's Representatives are responsible for general duties to support the operations of The Princess Shop. The Representatives are assigned tasks on a weekly basis to assist the Executive Director and The Princess Shop's Volunteer Staff Team with various tasks in every program and event throughout the year.

Vision: The Princess Shop's Volunteer Representatives will assist with the development, facilitation, and expansion of The Princess Shop's programs, including the creative enhancement of all programs.

The Princess Shop Mission Statement: The Princess Shop creates an enhanced graduation experience for female students in need, and provides them with mentorship, support, and the tools to pursue success after graduation.

The Princess Shop Vision Statement: Each young woman in Saskatchewan will have the opportunity to celebrate her accomplishments and reach her full potential, ultimately positively impacting her entire community.

Values: Passion Community Mentorship Perseverance

Position Term: Volunteer Representatives are asked to commit to two graduation seasons in order to ensure sufficient volunteer turnover, learning and development of The Princess Shop's programs. Following the second graduation season and each subsequent summer, the Volunteer Representative can be reappointed for another year at the discretion of the Executive Director. For example, if engaged in January 2018, the VR is asked to commit to January 2020.

Qualifications:

- Excellent communication skills, both written and verbal.

- An ability to self-motivate and can motivate others.
- Great attention to detail and is organized.
- Strong leadership skills.
- An ability to meet deadlines and prioritize, and is willing to put their responsibilities within this volunteer position first, on occasion.
- A personal emphasis on being dependable and will do what it takes to get results.
- A pleasant manner and patience, as well as drive, determination and passion!
- The resourcefulness and courage to be able to solve problems on the fly, take initiative, and take smart risks.
- Experience working effectively both alone and within a team.
- Strong computer skills, including experience with MS Office Suite and apps like Google Calendar and Google Docs. Additional computer skills, i.e. experience with website content management systems, would be an asset.

Key Responsibilities:

- Work with the Executive Director and The Princess Shop's Volunteer Staff Team on various programs and tasks:
 - **The Dress Program**, including maintenance of facility, conducting dress appointments, graduation days
 - **The Next Chapter Program**, supporting the Program Coordinator as needed
 - **The Fairy Godmother Program**, supporting the Program Coordinators as needed
 - **The Glass Slipper Benefit for Princesses**, including the pursuit of auction items, program advertisement sales, ticket sales, promotion, day-of set-up etc.
 - **The Perfectly Pink Appreciation BBQ**, including planning, promotion and event help
 - **Other Fundraising Activities**, supporting the Fundraising Coordinator and Executive Director in brainstorming, planning and executing other fundraising activities throughout the year
- Continually engages in efforts to creatively grow and enhance all programs, generating new ideas to support current/new initiatives to discuss with the Executive Director
- Complete other duties as assigned (inventory input, shared cleaning tasks, small projects)

Commitment and Expectations:

- Make minimum time commitment of 6 hours per week
- Attend weekly volunteer team meetings held Thursdays 5:30pm-7:00pm at The Princess Shop
 - Come prepared to volunteer for tasks, ask questions, present ideas and contribute to brainstorming and problem-solving sessions
- Monthly reporting: timesheet and monthly update as directed by the Executive Director
- Attend training sessions as necessary
- Coordinate with Executive Director to ensure the sustainability of all programs and to ensure consistency with the bylaws, incorporating documents, mission, vision, values, purpose and objectives of The Princess Shop

Support: Training, support, and direction for this position will be provided. In addition, the Executive Director will be available for questions and assistance.

To apply: Please send cover letter and resume to Karen Robson at karen@theprincessshop.ca, and feel free to contact Karen with any questions!