**Donations Collector – Volunteer Position**

**The Hub Family Resource Centre**

**Fort McMurray, AB**

*The Hub Family Resource Centre is a non-profit charitable organization that has been encouraging the best possible development of families in the regional Municipality of Wood Buffalo since 2003. We believe that families are entitled to the services that best meet their needs and that a child’s development is dependent upon the strength of the parent/child relationship.*

Job Description

The role of the Donations Collector is to make telephone calls to local businesses in RMWB, with the objective of obtaining donations for The Hub Family Resource Centre’s silent auction. Donations Collector will be an energetic spokesperson for The Hub, making phone calls in a professional, friendly, and outgoing manner. Donations Collector must be comfortable with cold calling (reaching out to an individual you've never spoken with before, with the intent to solicit donations).

Responsibilities

* Make telephone calls to local businesses and ask for donations of sellable products to be sold at The Hub’s silent auction.
* Coordinate follow-up phone calls, as needed.
* Coordinate pick-up of obtained donations.

Core Skills

* Friendly, outgoing, professional, and is comfortable with talking to people on the telephone.
* Proficient in the English language (written and verbal).
* Computer and telephone competencies.
* Sales skills are a bonus.

Training

* The Hub will offer telephone etiquette and cold calling training.
* Cold call script will be provided by The Hub.
* List of businesses will also be provided by The Hub.

**To apply, please email** **c.welshman@thehubfrc.ca** **or call 780-791-7110**