

NOTE: Volunteers can come ½ hour before their shift to purchase items they want and pay for them immediately. You must take your items out to your car once you have paid for them. If stashed equipment is found, it will be returned immediately to the floor.

Ski Swap Volunteer Duties

Saturday Volunteer Duties (Please do not shop until after the Equipment is Organized)

_Pricers

- Responsible for assisting the public with pricing their equipment. Volunteers must have some knowledge of equipment prices.
- If consignees insist on pricing their items high, i.e. over \$300, warn them that the item will be difficult to sell.
- Cheat sheets will be available to help price the items accordingly.
- Inspect clothing to ensure it is clean and in reasonable condition
- Strongly recommend to consignees to either take home or throw out any outdated equipment, i.e. therma plast boots, straight skis, dirty or well worn clothing, as these will not sell in the swap.
- **WE WILL NOT ACCEPT ANY DONATED EQUIPMENT.**

Consignment Cashier

- Responsible for collecting consignment fees from the consignees: \$2.00/item. (Cash only, ATM on premises)

Data Entry

- Responsible for entering all of the equipment data and printing the contract of equipment consigned.
- Ensure the contract is signed off by the consignee.
- Saturday night, responsible for printing out receipt and taking payment for equipment.
- ***Must be 18 years and older to handle the cash.***

Data Entry Assistant

- ***Key person at each station (Supervisor/committee member); shift leaders***
- Responsible for assigning the seller a series of identifying numbers for their items, calling the description of the items to the data entry volunteer (example will be available listing required data) and writing the information on labels and affixing the tags. Ensure the tags are securely place on the corresponding item.
- It is very important that your writing is clear and concise.
- Ensure the contract is understood and signed off by the consignee
- Remind consignees to pick up their items and/or cheque on Sunday evening between 6:00 and 8:00pm. Cheques that are not picked up during the specified time will be donated to Snow Valley's Community Initiative Program and equipment not claimed will be disposed of.

Security (No kids)

- Must watch doors for public entering and leaving and make sure they do not go upstairs.
- Redirect public if they are entering or leaving through the wrong doors.
- Must watch front door, bottom of stairs, and doors off the decks upstairs.
- Saturday night: check receipts for payment at the front door of people leaving the building.
- Roam around upstairs and in the clothing downstairs.
- One security volunteer must be either roaming the deck or at the deck door to ensure snowboards (and other items) are not thrown over the railing.

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Saturday Night and Sunday Volunteer Duties (Please do not shop until after the Equipment is Organized)

Cashiers at the Door

- Responsible for collecting donation from people coming into the swap: \$2/person or \$5/family (children under 5 are free). CASH ONLY, ATM ON PREMISES

Sales

- Assist people to purchase equipment. Must have some knowledge of ski/snowboard equipment. (Adults and racers only)
- Ensure boots are in pairs and when there are openings on the tables, move boots from the floor up on to the tables.
- Match tags to correct items and if you cannot find the item. Take tag downstairs to the computer are. There will be a box located there to collect stray tags.

Data Entry

- Responsible for inputting equipment being bought, handling payment transactions and printing out receipt.
- Responsible for balancing the cash out.
- ***Must be 18 years and older to handle the cash.***

Data Entry Assistant

- Responsible for calling consignee numbers and description of items being purchased to data entry volunteer.
- Go between for taking cash from purchaser and/or handing purchaser the pin pad to complete the transaction.

Security (No kids)

- Ensure people leave backpacks and strollers either in their car or at the entrance.
- Help sell while roaming the floor.
- Responsible for securing all exits, watching for theft and checking receipts for payment at exit.

Equipment Organizers at end of the day

- Sort the equipment into skis, boots, etc. and then organize according to the consignee number for easy access for pick-up

Cheque Writing

- There will be two receipts for each consignee. You will be responsible for stapling the cheque stub to one receipt and paper clipping the cheque to both receipts with the cheque stub being on the bottom.
- Highlight all items on the receipt without the cheque stub that have not been sold for ease of finding consignees items.
- One person will sort receipts according to last name.

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Sunday Night Volunteer Duties

Cheque Return

- Responsible for handing out the cheques and/or receipts to consignees. Must ensure that consignee and volunteer sign the receipt with the cheque stub attached to it and place this copy in the baskets provided. Consignee will receive the receipt without the cheque stub.
- If there are unsold items to be returned, wave receipt in the air to catch attention of a runner and ask consignee to wait at the bottom of the stairs for their items.
- If a person points out that their name is spelled wrong on the check, tell Elaine and Shawn and they will write in the correct name and initial.

Runners

- Responsible for taking consignee's copy of the receipt that has highlighted unsold items, retrieving those items from upstairs and bringing down to front door. If you are unable to find a highlighted item, bring receipt back downstairs and inform Elaine or Shawn.

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