

Seasonal Christmas Tree Lot Managers and Assistant Managers

As a social enterprise Aunt Leah's Tree Lots have been raising money to fund programs that helps prevent youth in foster care from becoming homeless and mothers in need from losing custody of their children for over 25 years .

We are currently recruiting to fill 7 Full Time Seasonal positions for our Christmas Tree Lots. The positions are expected to commence with training on November 16 through to Lot Closing on December 23, 2020.

These are Seasonal positions at established Christmas Tree Lots in, **Vancouver, Burnaby and Coquitlam**. All lots are easily accessible by transit.

The Tree Lot Managers \Assistant Managers are responsible for the overall operations of the designated tree lot:

- Participate in Tree Lot set up and take down
- Adherence to Covid -19 Health and Safety Policies and Procedures
- Daily opening and closing of the tree lot
- Tree Lots Inventory Management
- Tree Sales and up-selling, and wrapping
- Supervise and orientate the tree lot volunteers
- Daily reconciliation and reporting
- Cash Handling
- Management of Delivery schedules

Ideal candidates possess:

- Relevant combination of experience with general suitability
- 1-4 years' experience working with the public
- Ability to work independently
- Ability to work outdoors in all weather conditions
- Criminal Record Check Clearance for Vulnerable is required and must be approved before start date
- Adheres to the Aunt Leah's Code of Ethics
- Ability to work a variety of shifts including week-ends
- Physical ability to lift 25-50 lbs.
- Operate hand tools - saw, loppers
- Cash handling experience
- Outstanding Customer Service skills

For these positions, candidates must be able to commit to 8 hours a day, 5 days a week and be available to work evenings and week-ends for a minimum 5 week period. These are Seasonal positions that will begin in early November and run to Lot closing in December.

To apply, simply email your resume and cover letter to chutchinson@auntleahs.org. Please INDICATE the position you are applying for and location preference in the subject line. **Applications will be accepted until November 13, 2020 or until filled.**

Tree Lot Sales Assistants (Floaters) (PT)

As a social enterprise Aunt Leah's Tree Lots have been raising money to fund programs that help prevent youth in foster care from becoming homeless and mothers in need from losing custody of their children for over 25 years .

We are currently recruiting to fill up to 3, Part Time Seasonal Sales Assistants for our Christmas Tree Lots. The positions are expected to commence with training in early November and run through to lot closing on December 23, 2020.

These are Seasonal positions at established Christmas Tree Lots in Vancouver, Burnaby, Coquitlam. All lots are easily accessible by transit.

Duties include;

- Tree Lot set up and take down
- Adherence to Covid -19 Health and Safety Policies and Procedures
- Unloading tree deliveries
- Tree Sales and up-selling, and wrapping
- Cash Handling
- Tree Lot clean up
- May include opening and closing of tree lots

Ideal candidates possess:

- Relevant combination of experience with general suitability
- 1-2 years' experience working with the public
- Ability to work independently
- Ability to work outdoors in all weather conditions
- Criminal Record Check Clearance is required
- Adheres to the Aunt Leah's Code of Ethics
- Ability to work a variety of shifts including week-ends
- Physical ability to lift up to 25-50 lbs.
- Operate hand tools -- saw, loppers

Tree Lot Assistant may be required to fill shifts at any one of our 3 locations. Dates and locations will be scheduled to fill operational needs.

To apply, simply email your resume and cover letter to chutchinson@auntleahs.org. Please INDICATE the location you would prefer in the subject line. **Applications accepted until November 13, 2020 or until filled.**

Christmas Tree Lot Delivery Driver (Seasonal)

As a social enterprise Aunt Leah's Tree Lots have been raising money to fund programs that help prevent youth in foster care from becoming homeless and mothers in need from losing custody of their children for over 25 years .

Aunt Leah's is currently recruiting 3 Full time and/or Part time Seasonal Delivery Driver for their Christmas Tree Lots.

- The position of Delivery Driver provides Christmas Tree delivery services for customers of our 3 Seasonal Christmas Tree Lots in the Greater Vancouver area. In addition the position of Delivery Driver provides support to the tree lots with supply deliveries and garbage removal\ disposal. Most adheres to Covid -19 Health and Safety Policies and Procedures.

The position of Delivery Driver is a Seasonal position working up to 4 -8hour shifts per week from our Vancouver Tree lot location.

Ideal Candidate will possess;

- Valid Class 5 driver's license with clean driver abstract
- Relevant combination of experience with general suitability
- 1-2 years' experience working with the public
- Ability to work independently
- Ability to work outdoors in all weather conditions
- Criminal Record Check Clearance is required prior to commencing the position
- Adheres to the Aunt Leah's Code of Ethics
- Ability to work a variety of shifts including week-ends
- Physical ability to lift up to 25-50 lbs.
- Operate hand tools – saw, loppers
- Outstanding Customer Service skills

To apply, simply email your resume and cover letter to chutchinson@auntleahs.org

Application accepted until November 13, 2020.