



Event Volunteer – Canada Day 2022

Role:

- This position will assist event staff in a variety of tasks to help produce a fun, safe and enjoyable Canada Day event.

Time Commitment:

- Morning 8:30 a.m. – 12:00 p.m.
- Afternoon 12:00 p.m. – 5:00 p.m.
- Evening 5:00 p.m. – 11:00 p.m.

Location:

- Spencer Smith Park

Responsibilities:

- Sign in with the event supervisor 15 mins prior to shift.
- Assist with setting up or taking down of event materials before, during, or after the Canada Day event at Spencer Smith Park.
- Upon completion of set-up/tear-down responsibilities, volunteers will be asked to serve as event ambassadors and provide information to event attendees for the remainder of their shift.
- Morning and Evening shift volunteers will be required to help direct the flow of traffic into and out of the event and ensure the proper pathways are being used
- Assist staff with the setup and take down of event supplies such as tables, chairs and decorative materials. Does not include any electrical set up.
- Be aware of the health and safety protocol for yourself as well as other volunteers.
- Other duties as assigned depending on the nature of the event.
- Sign out with the event supervisor at the end of the shift.

Qualifications and Requirements:

- Must be 16 years of age or older
- Must be able to lift up to 20lbs.
- Requires continuous physical activity.
- Possess strong interpersonal skills and able to deal with the public in an effective and courteous manner.
- Be willing to work outdoors in all range of climate conditions such as light rain, sun or heat.
- Must be able to follow verbal and written instructions, able to work independently.

Volunteer Benefits:

- Be an active member of the community
- Learn a new skill
- Meet others in the community
- Work within a team setting

Staff Liaison:

- Assistant Event Coordinator

Risk Level:

- Low
- Medium X
- High

Screening Requirements

- Application Form
- Interview
- Reference Checks
- Orientation and Training

Training requirements:

- Corporate volunteer training
- Position Orientation

Volunteer Signature:	Date:
Volunteer Supervisor Signature:	Date: