

Events Volunteer role description

Position Summary and Objective:

The Corner is a multi-purpose community space that services as a hub that is accessible to all St. James Town residents, where residents can access variety of services such as health, employment, housing, settlement services, and seniors program and after school programs. The space can be utilized community space for a variety for needs. The Corner aims to improve the health, well being, quality of life and personal development of St. James Town Community residents.

As a multi-purpose community hub, The Corner holds events periodically to celebrate the diversity of St. James Town and its residents. . The events volunteer position offers residents including youth an opportunity to participate and get involved and celebrate their community through The Corner's community events. .

Responsibilities:

- Assist on the event day for set-up and take down (clean up)
- Help visitors/ guests with questions and directions
- Complete a task from start to finish /set-up and clean up
- Help to prepare snacks and light refreshments
- Join event planning committees, if interested

Skills required:

- Welcoming, friendly and polite manner towards visitors and guests
- Good oral and written communication skills
- Positive attitude and energetic
- Willingness to help out with a variety of tasks
- Other unique skills are always welcomed

Orientation and Training:

Required to attend orientation and ongoing trainings during the volunteer period.

On- the-Job Supervision:

Event volunteers work under the direct supervision of the Event Coordinator, a members of the event committee and other staff.

Time commitment:

We are looking for interested volunteers to commit to volunteering for a minimum of 4 hours during our events. However, there may be opportunities for you to give more/less time. Our events often take place late afternoons on weekdays and in the evenings on weekdays. Flexible availability is required.

Benefit for the volunteer:

- Can gain needed volunteer hours and certificate
- Gaining personal development experience
- The satisfaction of knowing you are making a valuable contribution to your community
- Increased awareness, understanding, and appreciation of other cultures
- Networking and building references
- Building resume
- Opportunity for training and skill building