



CommunityLinks

Special Events Position Description

Position Title: Special Events

Purpose: Volunteers perform a wide variety of tasks at community events. Jobs may include greeting, parking direction, ticket taking, garbage/recycling removal, assistance with activities, etc.

Duties and Responsibilities:

- Sign in and out for each shift to ensure volunteer hours are recorded.
- Performs tasks as requested by Community Links.
- Comply with and honour the Mission, Vision & Values of Community Links.
- Sign and abide by Community Links Code of Conduct and Confidentiality Agreement.
- Treat community members, other volunteers and staff with respect and dignity.
- Inform the Volunteer Coordinator in a timely manner of illness, vacations or extended periods of time away that may require a substitute volunteer.
- Report any concerns to the Volunteer Coordinator as soon as possible.
- Follow Community Links Emergency Procedures.
- Complete Orientation & Training (as applicable).

Benefits:

- Make a difference in your community and provide a valuable service.
- Be part of a successful agency.
- Feel the personal satisfaction of helping others.
- Opportunity to become aware of social issues.
- Gain volunteer experience & enhance resume.

Skills, Qualifications and Eligibility Requirements:

- Have good interpersonal and communication skills.
- Volunteer must be reliable and trustworthy.
- Some jobs may require a police record check.

Time Requirements:

- Shift times are dependent on each event and will be communicated.



Paperwork Requirements:

- Applications Form
- Code of Conduct
- Signed Position Description
- Confidentiality Agreement (may be required at the event)