

COMMUNITY LINKS Position Description

Position Title: Special Events

Purpose: Volunteers provide a wide variety of services to Community Links to assist with special events, i.e. committee work, participation in community parades and fundraisers such as Roll to the Hole, a Casino, Silent Auction, etc.

Duties and Responsibilities:

- To abide by Community Links Code of Conduct and Statement of Confidentiality.
- To treat clients, other volunteers and staff with respect and dignity.
- To report volunteer hours at the end of each event, or by contacting the Coordinator of Volunteer Services.
- To inform supervisor of vacations, illness that would necessitate a substitute volunteer, with as much advance notice as possible.
- To perform only those requests authorized by Community Links.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To report as soon as possible any problems or concerns regarding a specific client, volunteer or event.
- To work flexible hours (includes days and evenings).
- To provide services as outlined in the specific volunteer special event.

Time Requirements:

- Time commitment varies with each specific event.
- Volunteers always have the right to refuse assignments.

Orientation and Training:

- Orientation to Community Links
- Direction and support from the Coordinator of Volunteer Services or assigned supervisor

Benefits:

- Make a difference in your community
- Be part of a successful agency
- Opportunity to become aware of social issues
- Meet new people
- Free personal development workshops

Skills, Qualifications and Eligibility Requirements:

- The volunteer must be reliable.
- The volunteer must possess good interpersonal skills.
- The volunteer must be sensitive to the needs of others.
- The volunteer may need to complete a police record check and an Intervention Record Check depending on service requirements.

Supervision:

Marissa Hammer
Coordinator of Volunteer Services, or assigned supervisor
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