



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 Mandate, Mission & Vision of Community Links.
- Abide by Community Links Code of Conduct and Statement of Confidentiality.
- Treat clients, other volunteers and staff with respect and dignity.
- Inform the Volunteer Coordinator in a timely manner of illness that may require a substitute Volunteer.
- Report any concerns to the Volunteer Coordinator as soon as possible.
- Follow Community Links Emergency Procedures.
- Attend 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.



Supervision:

Michelle Carre

Volunteer Coordinator

403-945-3924

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Screening Required (Level 1)