

Special Events Volunteer - Job Description

Overview:

The special events volunteer will assist with the planning and implementation of events that are run by the organization

Primary Responsibilities/Duties:

- Assisting with necessary preparations prior to the event
- Attending event and assisting with prompt set up and clean up
- Greeting and guiding participants as needed
- Check in participants at registration table

Expectations:

- Responding to assignments and requests as needed
- Can work in a timely and efficient manner
- Ability to interact well with others and work as a team player

Time Commitment: As needed (on call).

Interested applicants are asked to submit a General Volunteer Application (online form available at www.Ldahalton.ca on Volunteer Page). Interview may be required