

## **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.LDAH.ca](http://www.LDAH.ca) on the 'Volunteer' Page). Interview may be required.*