



## VOLUNTEER POSITION DESCRIPTION

Volunteer Position:	Special Event Support
Department:	Lanark branch, Prescott Russell branch, Renfrew branch
Designated Staff Liaison:	Executive Director at relevant branch
Creation Date:	October 2019

## PURPOSE OF VOLUNTEER POSITION

United Way East Ontario is seeking enthusiastic and out-going volunteers to assist staff and represent the organization at special events. We are creating a pool of volunteers for each of our branches in Renfrew County, Lanark County and Prescott Russell. These volunteers will be notified about events and agree to commit to one or more shifts during a 12-month period.

## RESPONSIBILITIES

- Respond to calls for volunteers needed for special events
- Assist with event set up/ take down (booth, signage, United Way materials)
- Engage with community members seeking information about the event or United Way
- Provide general assistance to United Way staff at events

## TIME COMMITMENT

- Commit to one or more shifts, each typically 3 hours
- Special events vary by branch and take place at different locations during weekdays, evenings and weekends.
- Minimum 12-month commitment to be in pool of volunteers for special events

## QUALIFICATIONS

### Education:

- There are no educational requirements for this position
- This volunteer role is suitable for secondary students seeking community involvement hours

### Experience:

- Not-for-profit experience would be an asset
- Experience dealing with public or customer service an asset

### Knowledge, Skills and Abilities:

- Volunteers for Prescott Russell must be bilingual (French and English)
- Responsive to emails seeking volunteers for events
- Must provide own reliable transportation to event locations
- Friendly and outgoing manner

## BENEFITS TO THE VOLUNTEER

- Gain experience with an established and highly regarded community association
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way staff and volunteers
- Reference letters available to confirm number of hours of volunteer service completed

## HOW TO APPLY

Please send an e-mail describing your suitability for this role to Jean Glaister Steil, Volunteer Program Coordinator [jgsteil@unitedwayeo.ca](mailto:jgsteil@unitedwayeo.ca)

*At United Way East Ontario, we value the diversity of our employees and volunteers.*