

Role Title: **Event Coordinator**

Summary: This position is responsible for supporting the mission of The Centre for Child Development through coordinating aspects of events including set-up of equipment, materials and resources, assigning roles to volunteers and staff, and coordinating wrap-up and clean-up of space. The individual will also report on events and provide appropriate appreciation to event volunteers.

Time Commitment: Individuals must be available for all hours of the event that they are leading as well as specific event briefing sessions. Planning and wrap up tasks may be completed off-site.

Event coordinators needed for below events.

Event	Location	Date
City of Surrey Canada Day Celebration	Bill Reid Millennium Ampitheatre Cloverdale	Friday July 1st
Foundation Golf Tournament	TBC	July-Sept TBC
City of Surrey Tree Lighting Celebration	City Hall Plaza, Surrey	Saturday Nov. 19

Preference will be given to volunteers interested in supporting multiple events.

Key

Deliverables:

Pre-Event:

- Assist with preparation of event and required resourcing. Liaising with the volunteer coordinator and event committee for specifics.
- Take instruction from senior staff on event specifics and desired outcomes.
- Gather appropriate materials for raising awareness of Centre goals from the Foundation Office.
- Ensure appropriate set-up (booth) at event site has been arranged.

Event:

- Create and support good team dynamics and a fun/rewarding experience for volunteers on event day.
- Assign roles and locations of team members as required by the event; schedule breaks as needed.
- Provide support, motivation and feedback when required to volunteers
- Manage materials, tickets and donation buckets
- Report issues and/or concerns to event managers as needed.
- Ensures appropriate site clean-up

Post-Event:

- Assist with relevant event-related debrief and administration tasks
- Ensure cash and/or donations are submitted to Accounting by the next business day after the event, along with the cash transmittal sheet
- Complete and submit an event summary report within 3 working days and individual volunteer hours worked for the event.

What you bring to the role – experience:

- Experience serving people, demonstrating patience, compassion and care
- Previous experience working at events and with volunteers
- Experience leading a team an asset



**What you
bring to the
role - skills:**

- A desire to help
- Ability to build rapport and interact confidently with a variety of people
- Demonstrated ability to plan, organize, complete tasks and manage time
- Ability to stand for long periods of time and to walk long distances and lift/carry boxes of up to 30lbs
- Strong problem solving skills and ability to work unsupervised
- Attention to detail
- Excellent communication skills and a positive attitude
- Ability to lead and function as a contributing, helpful team member
- Must pass a criminal record check