

Role Title: Event Set-up Volunteer
Reports to: Event Co-ordinator
Event Date and Location See below calendar of events

Summary: This position is a valued member of an event team representing The Centre for Child Development. The position assists with the set up and take-down of booths, tents, and materials for events to ensure the best possible participant experience. This individual may also assist with behind-the-scenes event tasks.

Time Commitment: Event shifts up to 2 hours before and after events. In some cases, the set up is required the evening before the event.

Event	Location	Date
City of Surrey, Party for the Planet	City Hall Plaza, Surrey	Saturday April 23rd
City of Surrey Canada Day Celebration	Bill Reid Millennium Amphitheatre Cloverdale	Friday July 1st
City of Surrey Fusion Festival	Holland Park	Sat and Sunday July 23rd-24th
Nordel SummerFest	Nordel Crossing	Saturday August 20
Foundation Golf Tournament	TBC	July-Sept TBC
City of Surrey Tree Lighting Celebration	City Hall Plaza, Surrey	Saturday November 19

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

Key Deliverables:

- Provides assistance to event participants through items such as:
 - Pick up and delivery of equipment before and after events
 - Set up of booth, tables, tents, craft supplies, refreshments
 - Event clean-up

What you bring to the role – experience:

- Requires driver’s license and access to a vehicle
- Comfort level lifting and carrying
- Coordination of tasks to meet the event schedules
- Experience setting up for events an asset but not required

What you bring to the role - skills:

- A desire to help
- Curiosity and a learning orientation
- Ability to build rapport and interact with a team of volunteers
- Demonstrated ability to independently manage time and tasks
- Ability to function as a contributing, helpful team member