

**Role Title:** Event Volunteer  
**Reports to:** Event Co-ordinator  
**Event Overview:** See attached calendar of events  
**Event Date and Location** See attached 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 running of events to ensure the best possible participant experience. This includes answering questions, promoting the Centre, handing out brochures, serving refreshments. This individual may also handle cash in the form of donations and/or ticket sales.

**Time Commitment:** 3-4 hour event shifts for upcoming events, including:

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

- Key Deliverables:**
- Provides assistance during the above event, interacts with families and shares the mission and successes of the Centre.
  - Works as a member of the event team to support the goals of the event and promote the Centre.
  - Provides assistance to event participants through items such as:
    - Event set-up
    - ticket sales, handling donations
    - working in a booth / tent and engaging in conversation with the public and other event participants
    - handing out refreshments
    - be an ambassador and promote the work of The Centre
    - event clean-up

- What you bring to the role – experience:**
- Experience with customer service, demonstrating patience and compassion
  - Comfort level in speaking with people
  - Cash handling an asset

- What you bring to the role - skills:**
- A desire to help
  - Enthusiasm and a positive attitude
  - Curiosity and a learning orientation
  - Ability to build rapport and interact with a wide variety of people
  - Demonstrated ability to independently manage time and tasks
  - Good verbal communication skills
  - Ability to function as a contributing, helpful team member
  - Must pass a criminal record check