



SPECIAL EVENTS VOLUNTEER
Job Description

1. **Duties & Responsibilities:** Duties may include taking tickets at the door, setting up tables, cutting muffins or other baking, serving lunch, etc.
2. **Commitment Required:** To Be Determined.
3. **Qualifications & Requirements:** Food Handlers' Certificate is an asset, friendly disposition, able to take direction, able to stand for extended periods (if serving in the kitchen), likes to have fun.
 - a) **Special Considerations:**
4. **Orientation & Training:** To Be Determined.
5. **Lines of Communication:** HSSI Resource Coordinator is primary contact. An alternate designate may be asked to contact volunteer. Any concerns or issues should be referred to the Resource Coordinator.
6. **Benefits:** Be part of community events; *free admission to special event (to be determined)* interact with residents of the community and visitors; have fun. Volunteer recognition event.

Contact Information:

HSSI Resource Coordinator
Headingley Community Centre
5353 Portage Avenue
Phone: 204-889-3132 ext 3.
Email: hdlyseniorservices@mts.net