

VOLUNTEER POSITION DESCRIPTION

Volunteer Position: Festival and Events, Event Helper – Set-up / Tear-down
Reporting To: Festival and Events Specialist, 519-747-6125

Objective

- Help deliver safe, enjoyable City of Waterloo Festivals and Events

Responsibilities

- assist staff in set-up or tear-down of pop-up tents, folding tables, chairs, signage and event related materials in your assigned area (Lifting and carrying up to a maximum of 30 pounds)
- assist staff and event partners with operations that may include event staging, customer service, assisting vendors as needed and keeping the site tidy
- circulate to a new area as needed, to ensure adequate coverage for breaks or emergencies
- abide by all rules and regulations from the Region of Waterloo, Public Health re: COVID-19
- act honestly, in good faith and in the best interests of the organization
- follow the City of Waterloo safety first city volunteer guidelines

Time, Place and Commitment

- assist with City of Waterloo Festivals and Events as scheduled
- shifts average 4 hours in various locations in UpTown Waterloo

Training and Orientation

- City of Waterloo staff provide orientation and training
- Complete any additional health & safety training as required
- City of Waterloo staff provides orientation and training

Qualifications

- able to safely lift and carry up to 30 pounds
- able to assist with set-up and/or tear-down of tents, tables, chairs and other event related materials
- minimum age 16 with parental consent under 18 ; some events 18+ only, if a licensed event
- courteous, helpful and responsible person with a neat appearance
- good communication and interpersonal skills, team player, willing and able to accept direction
- enjoy working with the public
- mobile and able to be outdoors in adverse weather (e.g. very hot or raining) for entire shift
- able to work with minimal supervision, to problem-solve effectively and be calm under pressure

Benefits

- opportunity to network with a wide variety of people, while contributing to our community
- eligible for City of Waterloo Community Builders Awards Program

Screening Requirements

- apply as a City of Waterloo volunteer, provide 2 references, sign agreement and waiver
- a pre-volunteering telephone interview may also be required, to ensure a good placement fit
- placement or continuation in this volunteer position is at the discretion of the staff supervisor

Additional Information

- must wear proper clothing, closed footwear and any required safety equipment; workboots are recommended
- volunteers must not handle alcohol or perform tasks requiring the skills of a licensed tradesperson
- success of placement is subject to review

Volunteer Services: PO BOX 337, Station WATERLOO, Waterloo, ON N2J 4A8; volunteer@waterloo.ca; www.waterloo.ca/volunteer