

RDCO Volunteer Position Description



Position Title: Special Events Volunteer

Division: Parks Services

Reports To: Volunteer Coordinator

Position Purpose/Summary:

A Special Events volunteer is enthusiastic about socializing with others and having fun at various park events. They share energy, passion, and experience by assisting the Event Planner and Park Interpreters during special events held throughout the Regional Parks. A Special Events Volunteer helps people in the community participate in a variety of park events, positively engage the public, and develop a fun atmosphere. Volunteer tasks vary according to the style, length, and focus of the event. Duties may include: guiding participants through a craft, leading participants in an activity or game, providing directions and information, responding to public inquiries about regional parks or the event, assisting with the set-up or take down of event equipment, serving at a food and beverage station, attending a display booth, and assisting visitors to participate in event activities. Additional training will be provided for event-specific tasks.

Principal Accountabilities:

Tasks and roles of the Special Events Volunteer may change from time to time and as needed. Some of the regularly requested duties will include the following.

1. Assist the Event Planner in the delivery of park events;
2. Contribute to ensuring park safety by obtaining a good knowledge of the RDCO Parks Service and the bylaws that apply to the parks;
3. Provide visitors general information, park information, and event specific information with a friendly attitude;
4. Commit to assisting at park events during scheduled shifts and able to commit to 2-3 events per year;
5. Perform general set up and clean up duties such as; set up and tear down tables and/or tents, greet participants and answer questions, manage flow of crowds, serve or cook small food items, organize and pack used props/materials/equipment;
6. Positively and diplomatically respond to public inquires and complaints related to RDCO Regional Parks Services;
7. Identify areas of interest to event planner or volunteer coordinator for best matching of tasks and responsibilities,
8. Special Events Volunteer groups also welcome to appl, i.e., a family or friend group who would like to volunteer together.

Knowledge, Skills & Experience

Relevant Background Considered:

- Volunteers under the age of 18 require parental consent
- Volunteers under the age of 14 require supervision from a family member
- First Aid Level 1
- Food Safe Certification

Experience and Skills Considered:

- General desire and motivation to educate the public about protecting the natural environment
- Ability to work independently and in a team setting
- Ability to become knowledgeable about Regional Parks environmental programs
- Polite and positive approach to problem solving
- Enthusiastic and positive

Assets:

- Related life or vocational experience in child minding, teaching, events staffing, entertainment, nature, or environmental skills and/or hobbies
- Familiarity with a regional park
- Ability to speak and/or understand a second language

Working Conditions:

- **Physical Effort:** light to medium lifting
- **Physical Environment:** Majority outside work, exposed to all weather conditions
- **Mental Stress:** Occasional confrontational situations
- **Sensory Attention:** Consistent requirement to be aware of safety. Be watchful for wildlife on park trails. Loud, busy, and active crowds (ex. music playing, singing, many people in one space)