

# Volunteer Position Description

<b>Title</b>	<b>Interior Beautification Project Manager</b>
<b>Purpose</b>	To help lead a team of artists, educators, community activists and environmentalists as they “beautify” a vibrant downtown community centre (heritage building.)
<b>Skills, Attitudes, Knowledge</b>	<ul style="list-style-type: none"> <li>• Imagination, creativity and artistic vision</li> <li>• Willing to link art with environmental issues, community issues, social justice, local and global</li> <li>• Ability to work with volunteers from diverse backgrounds</li> <li>• Excellent group and social skills</li> <li>• Design, artistic or decorating skills</li> <li>• An understanding of how to work with a diverse public including newcomers, and people with limited education</li> <li>• Dynamic and energetic but punctual and task-oriented</li> <li>• A flair for the entrepreneurial and / or fundraising</li> </ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To work with a group of dynamic staff , community volunteers, and post-secondary students to transform a few floors of a heritage building in South Riverdale into a vibrant, colourful and challenging space.</li> <li>2. To help lead the design of the beautification of the building.</li> <li>3. To reach out to and involve a variety of stakeholders and community people, e.g. schools, artists.</li> <li>4. To help plan and supervise the carrying out of the project</li> <li>5. To document the plan and the activities well.</li> </ol>
<b>Responsible To</b>	<ol style="list-style-type: none"> <li>1. Shawn Conway, E.D.</li> <li>2. BeautificationTeam</li> </ol>
<b>Time Commitment</b>	Flexible hours, depending on the pace of the work. Some weekday meetings essential. Minimum six months.
<b>Suggested Activities</b>	<ul style="list-style-type: none"> <li>• To help lead a team of diverse, creative people to beautify the walls, halls and stairwell of a community centre.</li> <li>• To help source art, materials, plants, artifacts, stories, etc.</li> <li>• To help design and carry out the beautification plan.</li> </ul>
<b>Personal Benefits</b>	This is an exceptional opportunity to gain artistic and community project management experience, gain access to new networks and people, and make a lasting contribution to an important non-profit organization dedicated to community development.
<b>Requirements</b>	See skills, attitudes and knowledge.
<b>Orientation &amp; Development</b>	<ul style="list-style-type: none"> <li>• Volunteer will receive a ½ hour orientation to the Ralph Thornton Centre and an in-depth briefing regarding the project concept.</li> </ul>