

Volunteer Position Description

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| Title | Special Event's Coordinator Assistant |
| Purpose | To assist the Special Events coordinator with all special event related activities within the Ralph Thornton Centre. The assistant will also be required to assist with Special Events organized jointly with Ralph Thornton Centre and neighbouring organizations. |
| Skills, Attitudes, Knowledge | <ul style="list-style-type: none"> • This position is looking for an energetic and enthusiastic individual who can contribute to ideas around events. • Committed • Sense of community / diversity • Very flexible as individual may volunteer once a month or every week, depending on the event • Planning and organizational skills / Creative • Independent • Bondable • Dependable / positive attitude |
| Responsibilities | <ul style="list-style-type: none"> • Out reach to local business in request for donations. • All volunteers are expected to call the special events coordinator if they are unable to attend their shifts. • Clear communication with special events coordinator |
| Responsible To | <ul style="list-style-type: none"> • Paulette Caine the special event's coordinator at the Ralph Thornton Centre. |
| Time Commitment | <ul style="list-style-type: none"> • This position is quite flexible; however volunteers are required to commit to at least 4 hours monthly. |
| Suggested Activities | <ul style="list-style-type: none"> • Organizing ongoing events at the Ralph Thornton Centre • Participate in an events planning committee • Assist the special events coordinator with administrative duties (event budget, planning) • Implement planned events (on occasions independently) • Work collaboratively with neighbouring organizations |
| Personal Benefits | <ul style="list-style-type: none"> • Great networking opportunity • Reference letters / support letters provided • Volunteer appreciation / recognition |

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| <p>Requirements</p> | <ul style="list-style-type: none"> • Certificate presentation • Please refer to skills attitude and knowledge • Completed volunteer application form • All volunteers are required to go through an orientation before volunteering. • (Please visit www.ralphthornton.org) to submit your application online. • In order to receive a letter for OW or other special services, you are required to provide 6 weeks or 20 hours of volunteer service before a letter is issued. |
| <p>Orientation & Development</p> | <ul style="list-style-type: none"> • Volunteers will receive a ½ hour orientation of the Ralph Thornton Centre as well as a 1 hour orientation of the special events department. (hours will be counted as volunteer time) • Special interest workshops and training for volunteers are available. |