



Volunteer Job Posting

Community Events Volunteer

Are you looking to play an integral part in helping to create engaging and impactful events for the local community? We are looking for individuals who want to help plan fun and successful events for the YMCA!

Description

As a volunteer at a YMCA event, your role is pivotal in ensuring the success of the event and supporting the organization's mission of youth development, healthy living, and social responsibility. While specific duties may vary depending on the nature of the event, here's a general overview of what you might expect in a YMCA event volunteer job description

Responsibilities:

- Assist with setting up tables, chairs, signage, and equipment as needed.
- Help prepare event materials such as registration forms, informational packets, and supplies.
- Welcome participants and assist with the registration process.
- Provide information about the event schedule, activities, and any special instructions
- Direct participants to various areas of the event venue.
- Answer questions and provide assistance as needed.
- Ensure participants have a positive and enjoyable experience
- Greet attendees with a friendly and welcoming demeanor.
- Provide excellent customer service by addressing inquiries and concerns professionally and courteously.
- Assist with distributing refreshments, snacks, or promotional items
- Assist with dismantling event setups, clearing tables, and tidying up the venue.
- Dispose of trash and recycling appropriately.
- Ensure that the event space is left clean and organized

Qualifications:

- Be flexible and adaptable to changing circumstances and unexpected situations during the event.
- Willingly assist with additional tasks or responsibilities as needed to support the overall success of the event
- Responsible, reliable and punctual
- Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check
- Volunteers will be required to attend Child Safe Guarding Training

Time Commitment:

*2-4 hours per event, based on needs of events and availability of volunteer. Approx. 4-6 events annually

If interested please contact Alisha Raniowski at alisha.raniowski@pcymca.ca

Thank you for considering volunteering at the YMCA of Pictou County