

VOLUNTEERS

SPECIAL EVENTS VOLUNTEER

Do you enjoy a party or festive occasion? You would love to volunteer but can't commit to a steady schedule? Special Events volunteers are needed the day before or day of an event. Whatever your skill, silent auctions, decorating, working on the registration table, mingling with guests and residents, setting up, or clearing, there are always lots of jobs when an event is planned. From golf tournaments to on-site celebrations, there are opportunities all year round.

ROLE DESCRIPTION and RESPONSIBILITIES

Special Events Volunteers assist with preparation and/or execution of special events and seasonal parties, as well as with occasional and time-specific projects. There could be committee work available. These events may be on-site at any of our manors or at an off-site venue. You ideally will be able to work as a team member and have excellent communication and interpersonal skills as you will be interacting with stakeholders, residents, families, other volunteers, and staff. Proficient time management and organizational skills are an asset. Weekends, daytime and early evenings may be involved.

You will need:

- Excellent communication and interpersonal skills to engage with residents
- Understand the safety requirements and rules of the Brenda Strafford Foundation
- Sign in and out and track your hours
- Arrive on time and maintain a professional demeanor with residents and staff
- Report the resident's participation to your supervisor for charting on their clinical record
- In a timely manner, let your supervisor know if you are running late or unable to fulfill your commitment

REQUIREMENTS

- Completed application
- Successful completion of the interview process
- Positive reference checks
- Pass a City of Calgary Police Information Check and Vulnerable Sector Search
- Complete the orientation and screening process

SUPERVISED BY

Manager of Therapeutic Recreation & Volunteer Services/Life Enrichment Manager
or
Specialist, Volunteer Resources and Special Events

February 2023
Date of Origin