



Job Description

Job Title	Event Volunteer
Reports To	Volunteer & Support Line Coordinator; Office & Donor Administrator; Finance Coordinator
Date	October 17, 2018

Job purpose

Reporting directly to the Volunteer and Support Line (VSL) Coordinator, the Event Volunteer will provide support to SASC office staff with the implementation of one-time event day including but not limited to: set-up, clean up, registration, donation table, food prep, food clean-up, display table, games, raffle ticket sales, etc.

Requirements

- One-time event availability only; must be available for the day of the event.

Duties and Responsibilities

- Setting up, cleaning up.
- Checking registration forms for completion and signatures
- Recording ticket sales, payments, and/or attendance.
- Providing campaign assistance support.
- Working in accordance with SASC's Mission, Vision and Values.
- Maintaining service user confidentiality (exceptions to this include suspected child abuse or neglect, and/or if the service user is threatening to harm themselves or someone else).
- Seeking support from staff and/or volunteers to debrief as necessary.
- Establishing and maintaining personal boundaries with service users, volunteers and staff.
- Informing the VSL Coordinator of any needed leave of absences or termination of volunteer commitment.
- Remaining current with information and resources.
- Other tasks as assigned by SASC office staff.

Qualifications

- Excellent organizational, interpersonal and communication skills.
- The ability to follow directions and work independently.
- Some light manual labour may be required.
- Some money counting skills may be required.
- The ability to work in a high-stress or fast-paced environment.
- Several hours of sitting and/or standing.



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Working Conditions

This job is usually performed at a Third-Party location, off site. Long hours of sitting or standing may be required. Events are usually high-stress and fast-paced situations. In many cases, meals are provided.

There may be exposure to details of violence and assault which can lead to vicarious trauma. The need for debriefing, self-care and balance is critical for incumbents in this position.