



Volunteer Job Description- Special Event Crew

Purpose of Position: To assist Langley Arts in the successful delivery of special events and community activities.

Outcomes of Position: The volunteer will gain valuable leadership and communication experience and hands-on skills in a variety of areas (will vary based on volunteer placement)

Roles, Responsibilities, and Tasks:

- Assist in the set-up and clean-up requirements for the event
- Ensure the event space is clean, safe and free from hazards
- Aid the staff in leading and directing participants to appropriate locations
- Assist staff in hosting the event
- Be familiar with the event details including activities, locations, sign-in procedures
- May be required to work alone or in a group setting
- Having access to vehicle suitable for transporting tents and tables for an event, an asset but not required

Schedule and Commitment:

- Will be asked to commit to scheduled hours for the event
- Must contact the volunteer coordinator or supervisor (in lieu of), as far in advance as possible to notify of upcoming absence(s)
- Volunteer must keep track of their hours with the provided time-log

Skills, Experience & Other Requirements:

- Be willing to work with the public
- Be flexible and willing to try new things
- Have a good attitude
- Able to take initiative

Setting & Location:

- Location will vary by event

Orientation, Training & Other Supports Provided:

- Will be provided with equipment and safety supplies as needed
- An optional group orientation may be provided
- Program Supervisor will be available to answer questions or give advice
- A letter of recommendation will be provided following volunteer service