



# Community Events & Outreach Volunteer

## 2019 Volunteer Job Description

Position Title	<b>Community Events &amp; Outreach Volunteer</b>
Supervisor	Chris Lalonde, Communications Coordinator (chris@friendsoffishcreek.org)
Community Events & Public Outreach Program Description	The Friends of Fish Creek take part in several community events and public outreach opportunities throughout the year to meet our mandate of cultivating “informed park users”. In order to reach as many people as possible, we look to our pool of dedicated volunteers to assist us in representing the Friends of Fish Creek at these events both in and outside the park boundaries. Some examples of events we may attend include Stampede Breakfasts and Wellness Fairs.
Overall Volunteer Role	To set up and take down displays, engage with and inform community members about the Friends of Fish Creek.
Desired Outcomes	<ul style="list-style-type: none"> <li>• Efficient and safe set-up and take down of FoFC display materials</li> <li>• Meaningful public engagement</li> </ul>
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Sign up for shifts using <i>MyVolunteerPage</i></li> <li>• Professionally represent the Friends of Fish Creek</li> <li>• Wear Friends of Fish Creek identification (name tag, t-shirt or pinnie)</li> <li>• Work with fellow volunteers and/or staff to set up tables and chairs, canopy, display, banner, Walk in the Watershed game, etc.</li> <li>• Remain at the event for the duration of your shift</li> <li>• Be of assistance to and/or answer questions from interested event attendees</li> <li>• Record number of people engaged</li> <li>• Be aware of and work to mitigate any potential hazards during assignment; conduct on-site hazard assessment at start of each outing</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Sign and submit Friends of Fish Creek Volunteer Agreement</li> <li>• Acknowledge the Friends of Fish Creek Volunteer Handbook on MVP profile</li> <li>• Basic computer/internet literacy and email access</li> <li>• Friendly and professional interpersonal skills</li> <li>• Reliable transportation to and from events</li> <li>• Be physically able to stand or sit for long periods and carry display equipment &amp; materials</li> <li>• Complete and submit Event Report with equipment after each event</li> <li>• Volunteer may occasionally need to pay for parking and submit receipt to the Friends for reimbursement</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Advance training or on-site orientation provided by FoFC staff</li> </ul>
Time Commitment	Volunteers are requested to sign up for at least one event per year. Events take place mostly on evenings and weekends. Events are minimum 2 hours in duration but could be longer.
Evaluation	Ongoing. Volunteers will have opportunity to provide feedback through the Event Report and the Friends’ end-of-season Volunteer Experience Survey.
Benefits	<ul style="list-style-type: none"> <li>• Have fun at exciting community events!</li> <li>• Free admission to events where you are volunteering (some exceptions apply)</li> <li>• Make connections with members of the public and representatives from other organizations also exhibiting at events</li> <li>• Receive <b><i>Voice of the Friends</i></b> newsletter</li> <li>• Invitation to participate in optional First Aid training</li> <li>• Stay informed about upcoming events &amp; happenings in Fish Creek</li> <li>• Invitation to Volunteer Appreciation events</li> </ul>
Revised Jan 29, 2019	