



Community Events & Outreach

2021 Volunteer Job Description

Position Title	Community Events & Outreach Volunteer
Supervisor	Victoria Dickinson, Community Engagement & Communications Coordinator (victoria@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. New in 2021 we will be training volunteers to host pop-up outreach stations at various locations throughout the park, with the goal of engaging the public in accordance with public health requirements.
Overall Volunteer Role	To represent and promote the Friends of Fish Creek’s upcoming programs and events and helping to cultivate informed park users by sharing conservation and stewardship messaging.
Desired Outcomes	<ul style="list-style-type: none"> • Safe public engagement aligned with public health requirements • Efficient and safe set-up and take down of FoFC display materials • Meaningful public engagement that increases awareness of Friends of Fish Creek
Tasks & Responsibilities	<ul style="list-style-type: none"> • Sign up for volunteer shifts using <i>MyImpact</i> • Participate in the completion/review of the <i>First and Last Five Minutes</i> forms for each shift • Be aware of and work to mitigate any potential hazards during assignment • Professionally represent the Friends of Fish Creek • Wear Friends of Fish Creek identification (name tag, t-shirt or pinnie) • Work with fellow volunteers and/or staff to set up and take down equipment & display materials • Remain at the event or outreach station for the duration of your shift • Be of assistance to and/or answer questions from interested members of the public • Record number of people engaged manually throughout shift and digitally at end of shift • May be responsible for picking up and/or returning display and materials.
Requirements	<ul style="list-style-type: none"> • Complete Friends of Fish Creek Volunteer Agreement • Basic computer/internet literacy and email access • Friendly and professional interpersonal skills • Reliable transportation to and from events • Be physically able to stand or sit for long periods and carry display equipment & materials • Volunteer may occasionally need to pay for parking and submit receipt to the Friends for reimbursement • Carry fully-charged personal cell phone
Training	<ul style="list-style-type: none"> • Advance training or on-site orientation provided by FoFC staff
Time Commitment	Volunteers are requested to sign up for at least one event per month. Events take place mostly on evenings and weekends with some on weekdays. Volunteer shifts are minimum 2 hours in duration, but could be longer.
Evaluation	Ongoing. Volunteers will have opportunity to provide feedback through the <i>Last Five Minutes</i> form and the Friends’ end-of-season Volunteer Experience Survey.
Benefits	<ul style="list-style-type: none"> • Have fun at exciting community events! • Free admission to events where you are volunteering (some exceptions apply) • Make connections with members of the public and representatives from other organizations also exhibiting at community events • Receive Voice of the Friends newsletter to stay informed about upcoming events & happenings in Fish Creek • Invitation to Volunteer Appreciation events
Revised April 13, 2021	