



Speaker Series & FCELC Events

Volunteer Job Description

Position Title	Speaker Series & FCELC Events Volunteer
Supervisor	Katie Bakken, Program Coordinator (katie@friendsoffishcreek.org)
Speaker Series & FCELC Events Description	The Friends of Fish Creek coordinates a variety of events at the Fish Creek Environmental Learning Centre throughout the year, including the Fish Creek Speaker Series and our Annual General Meeting. These events provide opportunities to educate and engage our volunteers, members and the general public in topics such as the history, nature and local issues related to Fish Creek Provincial Park.
Overall Role of FCELC Events Volunteers	To assist in preparing event venue by helping with a variety of tasks, such as updating slideshow, moving tables and chairs, setting up AV system and refreshments, clean-up duties, assisting presenters and facilitating event registration.
Desired Outcomes	<ul style="list-style-type: none"> • Efficient and safe set-up before and clean-up after events at the ELC • Meaningful public engagement around issues of interest to our members
Tasks & Responsibilities	<ul style="list-style-type: none"> • Sign up for shifts using <i>MyImpactPage</i> • Professionally represent the Friends of Fish Creek & Alberta Parks • Wear Friends of Fish Creek identification (name tag, t-shirt or pinnie) • Work with fellow volunteers to set up tables and chairs, audio/visual system and refreshments, as well as any other needed items (displays, signage, etc.) • Assist with post-event cleanup, returning venue to its original state • Inventory food supplies for next event and complete inventory checklist • Remain at the event for the duration of your shift • Be of assistance to and/or answer questions from event attendees • Notify attendees of upcoming events & volunteer opportunities • Be aware of location of First Aid kit and Automatic External Defibrillator (AED)
Requirements	<ul style="list-style-type: none"> • Sign and submit Friends of Fish Creek Volunteer Agreement • Read the Friends of Fish Creek Volunteer Handbook each year • Basic computer/internet literacy and email access • Friendly and professional interpersonal skills • Have a reliable way to get to the Fish Creek Environmental Learning Centre (public transit does not access this site).
Training	<ul style="list-style-type: none"> • On-site orientation provided by staff and/or fellow volunteers
Time Commitment	Approximately 4-8 hours per month, shift times vary depending on event; for Speaker Series, volunteer shifts generally run from 5-9pm on weeknights.
Evaluation	Ongoing. Volunteers will have opportunity to evaluate the program and the organization as well via the Friends' end-of-season Volunteer Experience Survey.
Benefits	<ul style="list-style-type: none"> • Free admission to Speaker Series talks & events where you are volunteering • Make connections with staff from other non-profit organizations and agencies, as well as with people who live around Fish Creek • Receive <i>Voice of the Friends</i> newsletter • Invitation to participate in optional First Aid training • Stay informed about upcoming events & happenings in Fish Creek • Invitation to Volunteer Appreciation events
Revised August 31, 2022	