**Volunteer Job Description**

**Event Volunteer**

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| **Assignment** | Throughout the year, Kinbrace runs large events including fundraisers and community celebrations. Putting on these events is a team effort! We are always looking for extra hands to help make these events a success.  CALENDAR OF LARGE KINBRACE EVENTS  March – Tax Workshop, Manure Sale  July or August – Camping Trip  October – Thanksgiving, Ride for Refuge  Event volunteers will assist with tasks related to each event. Some examples are: Helping people fill in tax forms, shoveling manure, cooking at our camping trip, life guarding at our camping trip, setting up/taking down/dish washing at our Thanksgiving feast, raising money for the Ride for Refuge. |
| **Primary Duties** | * Communicate with the Kinbrace staff member who is in charge of the event you are volunteering at. * Duties will shift depending on each event. |
| **Qualifications** | * Willingness to do any task, large or small! * Ability to work alone or with a group * Availability on weekends (not all events are on weekends, but many are) |
| **Screening** | Complete application questions on Kinbrace Volunteer Web Page  In-person Interview  Police criminal record check  2 references (telephone #s) provided |
| **Time Commitment** | Time commitment will vary, depending on event.  Most events will require the commitment of one Saturday (except camping trip, which is longer) |
| **Orientation and Training** | Visit to Kinbrace Community Society, which includes an overview of the Kinbrace values.  Whichever staff member is responsible for co-ordinating the event, will explain the tasks required |
| **Working Conditions** | Location will vary, depending on event.  Kinbrace is located close to Commercial drive, and public transit |
| **Benefits** | Opportunity to support the Kinbrace community (through either fundraising or creating meaningful celebrations)  Opportunity to build friendships with other volunteers and Kinbrace residents  Opportunity to build resume  Letter of reference provided upon request after volunteering at 4 different events.  Expenses for police check will be reimbursed (if required) |
| **Supervision and Feedback** | A Kinbrace staff member will oversee your work, and welcome feedback from you at any time. |