

Volunteer Job Description

Title: Event Assistant

Purpose:

We generally organize 3 or 4 major public events (usually in Whitehorse) per year. Organizing the events and setting up on the day of the event is a large undertaking and we rely heavily on volunteer assistance to pull it all off.

Tasks may include:

- Set -up of chairs, display tables, merchandise tables, etc.;
- Setting out food in the kitchen;
- Greeting attendees, attending the donation boxes;
- Assisting with merchandise sales and membership sales;
- Assisting with sound system and multimedia system set-ups (if you have the skills!);
- Assisting with clean-up after the event.

Qualifications

Anyone can do this!

Timeframe

We will contact you as soon as the date of an event is confirmed to find out your availability and what aspects of the event you are willing to help with. These events generally take place in the evening.

Locations

Variable (e.g. Yukon Arts Centre, Beringia Centre, High Country Inn, Yukon Inn), generally in Whitehorse

Supervision

You will be working with our office manager and any other staff members who may be involved.

What do you get out of it?

A chance to be part of our well-attended events.