

Volunteer Job Description

Title: Postering

Purpose:

From time to time we organize events such as slideshows and speakers. One of our main ways of advertising our events is through putting up posters around town. We need volunteers who can help us put up posters prior to events.

Tasks:

1. Pick-up posters and equipment for putting up posters (staple gun, tape, pushpins, etc.) from the CPAWS office. Our office manager will let you know what the event is about.
2. Follow the route assigned to you and put up posters at all locations. If posters are to be put up at a business, always ask whether you can put it up first. If asked, explain what the event is all about.
3. Never place the poster overtop of another poster for an event that has not yet happened (be kind to others!)
4. Return the postering equipment back to the office manager at the CPAWS office, along with a checklist of locations where you placed the posters (so that we can fill in the gaps if you missed places).
5. Let us know of any problems you encountered or any suggestions for other locations.

Qualifications

Anyone can do this!

Timeframe

We try to put up the posters at least one week prior to an event. We will contact you as soon as we know when the posters will be available and posters can be put up over a number of days.

Locations

We have several routes available:

- o Downtown (best done by foot)
- o North end of Whitehorse (best done by vehicle)
- o South end of Whitehorse (best done by vehicle)
- o Any of the Whitehorse subdivisions (Porter Creek, Riverdale, etc.) – routes not established but could be developed with the help of a volunteer.

Supervision

The office manager will be in charge of assisting you. If you encounter any problems or have any questions you should contact her at 393-8080 ext. 1 or info@cpawsyukon.org

What do you get out of it?

Exercise and a good excuse to go for a walk! And, of course, a chance to spread the word about our events.

