

Event Assistant Volunteers

Purpose

The Event Assistant Volunteer works with program staff to welcome participants and assist with various tasks before, during and after the event.

Duties & Responsibilities

- Welcome participants, help them to sign in and guide them to the appropriate location
- Maintain a warm and welcoming environment where participants are treated with dignity and respect
- Help set up (board) room before the session
- Help set up any equipment required for presentation (laptop, projector)
- Assist staff to prepare materials- photocopying, cutting, sorting
- Arrange promotional materials for display
- Prepare coffee, tea and refreshments
- Distribute and gather participants' surveys, if needed
- Take pictures of the event, if needed
- Assist staff during the event with set-up and clean-up

Time Commitment

- 10 hours per month

Skills & Qualifications

- You enjoy social activities
- You are enthusiastic and can motivate other community members to join you.
- You are connected to or have ability to connect to various cultures and secure their commitment around the cause you are promoting.
- You like and appreciate working in a team environment
- Sensitivity to and/or understanding of the immigrant experience and challenges facing newcomers
- Commitment to equity and anti-oppressive practices
- Demonstrated ability to work with individuals from diverse backgrounds
- Familiarity with using a laptop, LCD projector, photocopier, fax machine, scanner and paper-cutter
- Warm and friendly demeanor and positive attitude
- Maturity
- Active listener
- Patient and punctual
- Self-initiative and enthusiasm

Training

- Volunteers go through induction and orientation with program staff
- Introduction to resources available at Immigrant Services for volunteer use
- Training is ongoing and you may be offered other volunteer opportunities of your interest that become available

Supervision

Assistant volunteers work alongside a program staff member at all times. They report to program staff and the Volunteer Mobilizer. They are expected to sign in and sign out at each shift.

Benefits

- Use your experience to help those who are new to Canada
- Meet people from all over the world
- Gain experience in adult group presentations and immigrant settlement services
- Gain experience in intercultural communication
- Gain knowledge of various topics about life, laws and rights and responsibilities in Canada
- Volunteer at a lively organization committed to diversity
- Improve your skills with outreach, networking, and event planning; build your repertoire of professional contacts; and gain experience in the immigrant and refugee serving sector

Location

Locations vary depending on the place where the event is organized. Many of the events take place at Immigrant Services Guelph-Wellington, 104 Dawson Rd., Unit 102, Guelph, ON N1H 1A6 Bus Route #11. Parking is free and available.

Risk: Low medium

- Contact with vulnerable clients
- Access to confidential information
- Physical exertion- lifting, moving, and stacking chairs and tables
- Working in a busy and noisy environment