



Volunteer Services

PROGRAM:	Community Education
Outcome	Volunteers in the communities served will have diverse and appropriate opportunities to volunteer in a range of programs of the society.
VOLUNTEER POSITION	Work Shop Assistant
Duties:	<ul style="list-style-type: none"> • Assist Community Education Services with preparation of materials and refreshments for workshops, and other tasks as directed. • Arrive at workshop location no later than one half hour prior to start time • Act as registrar (checking names off list and providing name tags) • Assist with preparation of materials and handouts • Organize refreshments • Tidy room, clean up refreshment area
Skills required:	<ul style="list-style-type: none"> • Read and speak English fluently • Work well with others • Neat and tidy appearance
Special requirements:	<ul style="list-style-type: none"> • Must be willing to travel to different locations throughout the Lower Mainland • Physically able • Punctual and reliable
Commitment required:	<ul style="list-style-type: none"> • 3 months
Training required:	<ul style="list-style-type: none"> • Observe one community education workshop • Orientation from staff