

FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	Winter Carnival, Children's Crafts Volunteer
Number Required:	Two to three volunteers per shift.
Volunteer Coordinator:	Dianne Precosky
Supervisor:	Katie Murray, Events Coordinator
Time Commitment:	Monday, February 20, 2012 (Family Day) 10:00 A.M. to 1:00 P.M. or 1:00 P.M. to 4:00 P.M.
Location:	Fort Calgary, 750 – 9 th Ave S.E.
Duties:	Invite visiting children to make crafts. Show children how to make the crafts. Replace craft supplies when necessary. Keep craft tables and area tidy.
Qualifications:	Good communication skills. Must enjoy working with children and the general public. Reliable and prompt.
Uniform:	Dress appropriately for a family setting. Wear comfortable shoes.
Orientation and Training:	Orientation will be given during interview/registration process. Volunteers will be contacted by email or phone a few days before the event to communicate any updates or changes.
Benefits:	Lunch will be provided as well as beverages and treats. Free parking. Opportunity to socialize. Chance to learn about Calgary's history.