



www.oaklands.life
1-2827 Belmont Ave
Victoria BC, V8R 4B2
250-370-9101

Volunteer Role Description

Position Title	Special Events Volunteer
Department	Events and Markets
Coordinators	Events & Market Manager
Shift Days / Times	Events are roughly once a month. Final schedule to be posted as soon as possible. Sat October 3: Oktoberfest Sat November 21: West Coast Winter Market Sun December 13: Seniors Holiday Dinner Fri December 19: Breakfast with Santa
Commitment Required	4 shifts per year; 1-4 hours per event
Position Summary	Special Event Volunteers contribute to OCA's signature community events! Special Events are an integral part of community-building at Oaklands Community Association and create with a safe, inclusive, and vibrant space to connect.
Duties	Exact roles and duties may vary slightly based on the event. Volunteers are required to sign up for shifts in advance. Example roles: • Set up: Set up tables, chairs, and decorations. For outdoor events, set up tents and other equipment throughout the school grounds or road. Some light cleaning of tables or floors may be required. • Bartenders: Must have Serving it Right! Set up bar area, retrieve drinks from storage, display menu, open cans for patrons, enforce BC liquor licensing requirements (such as asking for ID, ending service at last call, etc).* • Green Team/Busser: Monitor garbage, recycling, and compost during the event. Clear tables in eating areas of dishes and waste as needed. • Take down: Put away tables, chairs, and decorations. Store tents and equipment in the seacan. Make sure all garbage and recycling is put away properly and the community centre is tidy. • Kids Crafts: Facilitate crafts or face painting with kids and parents, manage crafting area and supplies

Volunteer Role Description

	• Kitchen Helper: Assist lead chef with food preparation, serve food, wash dishes, keep kitchen clean, and make sure kitchen is properly cleaned and sanitized for the night. <i>*Note: for those interested in bartending, there is a separate position description*</i>
Impact of Position	• Create a positive atmosphere to develop and support community and neighbourly relationships in Oaklands. • Promote food security through accessible meal-centered events
Training and Support	• Meeting and check-in before each event • Information about each position and a general outline of the day's events sent out in advance • Day-of support provided by the Events & Markets Manager
Potential Risks	• Injury (e.g. cuts, strains etc.) from moving equipment • Harassment or aggressive behaviour from patrons
Risk Mitigation	• Event Manager has first aid training • First aid kit and fire extinguisher available on site • Emergency contact info is posted throughout community centre • Volunteers never work alone • Event Manager is always on-site to deal with aggressive behaviour • Executive Director is available via text or phone for advanced security issues • Emergency and safety procedures are covered during orientation
Benefits	• Free snacks and beverages with every shift • Free meal and optional alcoholic beverage, depending on event • Leadership opportunities and work experience • Work with and meet other volunteers in the community • Interaction with the community from different backgrounds
Skills and Qualifications	• Ability to lift up to 30 lbs is an asset but not mandatory • Arts and crafts skills an asset for certain events • Comfortable with cleaning tasks • Ability to work independently and with small team
Experience Required	N/A