

PROGRAM SUPPORT VOLUNTEERS

Various volunteers urgently needed that primarily involves working with/assisting the Events Coordinator with running and planning of various programs, such as classes and events.

DUTIES INCLUDE

- Supporting and assisting the Program Coordinator.
- Assisting with planning of events and classes (set-up/tear-down, cleaning, etc.)
- Making tea and other beverages, and/or bussing tables, refilling drink jugs/carafes
- Aid in planning and execution of events
- Maintaining good communication with relevant people
- Assisting in programming for children – helping in general, escorting to/from washrooms, answering questions

EXPERIENCE

- Experience in volunteering an asset but not required
- Able to communicate effectively with diverse people
- Experience with children an asset.
- A pleasant, outgoing personality
- Criminal and Vulnerable sector checks may be required for programs involving children.

Please contact Bete Way at treasurer@quaco.ca or cell 905-691-9933 or David Hinton at secretary@quaco.ca if you have any questions.