



## **Steveston Community Society**

*Serving the Community of Steveston Since 1946*

### **Volunteer Opportunities**

Steveston Community Centre is looking for a group of individuals who have a passion for their community and are looking to gain experience in event implementation and planning, as well as general office assistance. Successful candidates will become part of a volunteer event crew that will help with Steveston's special events on a seasonal basis as well as those who can assist with daily administration tasks.

#### **Duties and Responsibilities:**

Event volunteers will report to the Volunteer Coordinator and Special Events Coordinator and assist with aspects of planning and implementing special events at meetings, including assisting with the event on event day.

#### **Requested Qualifications:**

- Must be 16 years of age
- Previous volunteering experience
- Interpersonal and communication skills

#### **For Office Work:**

- Availability week-days
- Some basic office skills

#### **Desired Skills (Event Work):**

- Standard First Aid and CPR
- Experience working with people with disabilities and with people from diverse cultures
- Conflict resolution skills
- Second language

#### **Time**

#### **Commitment:**

#### **Season:**

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Steveston  
Salmon  
Festival  
(June – July  
1)

Steveston Free Parks – Wednesdays, 1:00 – 3:00pm (July 11  
– August 29) Community BBQ – July 12

**Winter Season:**

Christmas Craft Fair Nov  
Santa Breakfast  
Hay-Rides

Some additional orientation, training and meeting attendance may be required for some of the events. Evening and weekend availability are necessary for these opportunities.

**Interested candidates may apply for this position by sending a completed application form to:**

[society@stevestoncommunitysociety.com](mailto:society@stevestoncommunitysociety.com)