



Event Assistant Volunteer

Working with the Events and Volunteer Coordinator, the Event Assistant will gain leadership skills and experience in facilitating events, customer service, communication, and team building.

Role Summary:

- This is a leadership position. Event Assistant volunteers will contribute to the planning, preparation, and production of at least two special events at the Gulf of Georgia Cannery National Historic Site throughout the 2016-2017 school year including Halloween, Christmas at the Cannery, Easter, and Canada Day.
- Responsibilities and tasks may include:
 - Planning, preparing, and leading activities for families including games and crafts
 - Acting in a dramatic role in the Haunted Halloween production
 - Conducting marketing and liaising with vendors at the Cannery Farmer's Market
 - Leading educational activities and representing the Cannery at outreach booths
 - Greeting visitors and assisting with way finding or historical tours
 - Set up and take down of events

Desired Skills and Experience:

- No previous experience is required. Training is provided
- Enthusiastic and self-motivated
- Professional and committed to delivering good customer service
- Interest in local history, fishing and the fishing industry and/or community engagement
- Strong English oral communication skills and fluency in a second language is an asset

Special Requirements:

- Must be 15 years old or older
- Interest in assisting at least two events during the school year.
- Time commitment will vary by event
- Able to attend ONE of the following orientation sessions:
 - **September 22nd 3:30 – 5:00pm**
 - **September 23rd 3:30 – 5:00pm**

Volunteer Benefits:

- Build leadership skills
- Gain experience working in a museum setting
- Develop customer service and communication skills
- Learn about local history and West Coast Fishing Industry
- Volunteer Hours confirmation letter upon completion of a minimum of 10 hours of service
- Reference letter upon completion of a minimum of 30 hours of service

To learn more about this opportunity or to apply, please contact:

Carina Harris, Event and Volunteer Coordinator
Gulf of Georgia Cannery Society | 12138 4th Ave. | Richmond, BC | V7E 3J1
Phone: 604-664-9261 | Email: carina.harris@gogcannery.org

Thank you for your interest in the Gulf of Georgia Cannery Society.