



## **Downtown Milton Street Festival**

### **Volunteer Centre Assistants**

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**Role:**

To coordinate all volunteers as they sign in for assignments and placements.

**Time commitment:**

- Based on shift requirements
- Please be signed in and at street location 15 minutes before your shift begins

**Location:**

- In front of Downtown Business Improvement Area building at 251 Main Street

**Responsibilities:**

- Sign in at Volunteer Centre prior to shift starting
- Ensure volunteers are signing in on the sign in sheet
- Check the volunteers name off on the schedule list
- Ensure that volunteer is wearing appropriate clothing
- Provide volunteer with shirt if necessary
- Reconfirm shift details and placement
- Inform volunteer that they must return to that location to sign out after their shift
- Inform volunteer that they are required to complete an evaluation after their shift
- Direct volunteer to placement location
- If unsure of location, have a committee member escort them
- Sign out at Volunteer Centre at end of shift

**Requirements & Qualifications:**

- Must have a good overall knowledge of the event and the location of specifics
- Must be 16 years of age or older
- Must have completed a Special Event orientation and training session

**Dress:**

- Volunteer t-shirt, hat, nametag, and dark bottoms (pants, walking shorts or capris), comfortable shoes/running shoes
- Reusable water bottle

**Benefits:**

- Meet new people
- Develop new skills
- Get involved in your community
- Students – complete your Community Involvement hours

**Supervisor: Volunteer Coordinator**

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