

## Native Canadian Centre of Toronto Family Day Celebration Volunteers



**NCCT**  
NATIVE CANADIAN CENTRE OF TORONTO

**Start Date:** Monday February 19<sup>th</sup> 2018

**End Date:** Monday February 19<sup>th</sup> 2018

**Role:** Family Day Celebration Volunteers

**Time Commitment:** Monday February 19<sup>th</sup> 2018 9am-4pm

**Supervisor:** Fred Martin, Communication & Referrals Officer

**Duties and Responsibilities:** The goal of this volunteer position is to have a core group of individuals who are trained on NCCT procedures and are able to assist the NCCT in making sure all our family day celebration runs smoothly. There are a variety of roles during an event that need to be done and are dependent on the event. Some of these include:

- **Front Desk:** Greeter/Information/Relief
- **Raffle Table x2 :** Answer questions, give out door prize/Raffle tickets (Requires handling money) and drawing- **9:30AM-4:00PM**
- **Elevator:** Provide assistance to people with mobility issues - **10:00-4:00PM Approx.**
- **Floater/Craft Table/Karaoke DJ x 4:** Starts at **9:30 for orientation and goes until 4:30PM Approx.** (for tear down and clean-up). Provide general information to Craft Fair Patrons and Vendors, assist in raffle give-aways, Singing Karaoke w/ microphone (a friendly outgoing personality helps) and provide relief to Raffle Table, Elevator Operator
- **Kitchen x 2 :** Assist Tracy Jobin in the Preparation and sale of Indian Tacos and refreshments. Kitchen clean-up required - **9:00AM-1:00PM**

When signing up for an event you will be assigned a role before start of the event by your supervisor.

### **Qualifications:**

- Basic knowledge and understanding of Indigenous culture, history and traditions with respect to current social and economic challenges.
- Great attitude and a willingness to get the job done.
- Able to prioritize, multi-task and manage workload

If this role sounds like something you would be interested in please contact the Operations Manager, Bonnie Matthews at [bonnie.matthews@ncct.on.ca](mailto:bonnie.matthews@ncct.on.ca) and attach your resume and reference this role. Mii gwech!