

Native Canadian Centre of Toronto

Volunteer Event Assistant Role

Description



NCCT
NATIVE CANADIAN CENTRE OF TORONTO

Start Date: Immediately

End Date: TBD

Role: Volunteer Event Assistant

Time Commitment: Flexible and dependent on your schedule. All events will be sent to your inbox and you will reply back if you're available to come in.

Supervisor: Will be assigned when you sign up for a particular event

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 events run 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:

- Greeter – Greeting guests and giving them information on the event as needed.
- Raffle/Draw Tables – Selling tickets for various raffles and draws for fundraising purposes.
- Kitchen Help – Helping with minor food prep and cleanup of the food served at events.
- Elevator and Maintenance – Running the elevator during events and making sure the garbage/recycling are changed out and toilet paper replenished as needed.
- Information Tables – Manning the NCCT information table at events. You will be trained on all the programming the NCCT has to offer and be able to explain and give pamphlets to interested individuals.
- Children's Craft Table – Assist the facilitator in running the children's craft area.
- Elder Helper – Assist any elders we have coming in for the event.
- Floater – Going around to different volunteer roles and filling in for short periods to give breaks.

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 and attach your resume and reference this role. Mii gwech!