

**JOB SUMMARY:**

Reporting to the Community Programs Coordinator, the Parks and Recreation Children's Activity Tent Volunteer will assist with the successful delivery of Party in the Park.

The Children's Activity Tent Volunteer will assist the Community Programs Coordinator with the operation of the Children's Activity Tent, including overseeing the children's crafting tables, activity centres, helping with crowd control and set-up/take down.

**IMMEDIATE SUPERVISOR:**

Community Programs Coordinator

**STATUS:**

Volunteer

**HOURS**

4:00 – 9:30 p.m.

**KEY DUTIES & RESPONSIBILITIES:**

- a) Greet attendees and answer questions.
- b) Oversee the crafting tables, ensuring supplies are stocked and used appropriately.
- c) Ensure children are using activity centers fairly and keeping equipment in the appropriate locations.
- d) Ensure children participating in activities are doing so in a safe and respectful manner.
- e) Report any issues/concerns to Community Programs Coordinator as needed.

**REQUIREMENTS:**

- a) Volunteers must be 14 years of age or older
- b) Volunteers under the age of 18 must have parental consent

**QUALIFICATIONS:**

- a) Polite and friendly – personable
- b) Able to work independently and in a team setting
- c) Able to take directions
- d) Willingness to work with the public

**COMPENSATION**

- a) Community Involvement Hours
- b) Snacks and drinks will be provided throughout the night.
- c) Helping others and personal satisfaction

*Updated: June 23, 2023*