

VOLUNTEER CENTRE

POSITION : EVENT OFFICER

Each year, the Montreal YWCA organizes many events. At these events, we need support from several volunteers who can take on various tasks such as welcoming attendees, setting up the room, making decorations, serving food, cleaning up, etc.

Key tasks and responsibilities

You can choose one or several of these tasks:

- Welcoming attendees.
- Working as a coatroom attendant.
- Preparing or serving food.
- Setting up or decorating the room.
- Making decorations.
- Cleaning up the room after the event.
- General helper.

Position requirements

- **Knowledge:** Must speak French and some English (or vice versa) in order to communicate with everyone. For welcoming or serving stations, must be bilingual;
- **Practical Skills:** Must be resourceful and work quickly for the general helper station;
- **People Skills:** Must enjoy teamwork (essential) and have good people skills (for welcoming or serving stations).

Volunteer conditions

- Take on at least three requests per year.
- Meet the Volunteer Centre coordinator for an interview.
- Be available during the week, during the day or evening, depending on when the event is held.

Type of position and schedule

Occasional position. Events are always held during the week, during the day or evening