



## **POSITION : EVENT OFFICER**

Every year, the YWCA Montreal organizes multiple events. We always need the support of many volunteers for several tasks such as the reception, decorating the room, buffet service, etc.

The YWCA is looking for volunteers to assist the organizing committee during these events.

### **Key tasks and responsibilities**

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You can choose one or more of the following tasks:

- Greet guests and help with registration;
- Sell draw tickets. Operate a cash register;
- Coatroom attendant;
- Buffet preparation, buffet service;
- Setting up the room, decoration;
- Clean the room after the event.

### **Position requirements**

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- **Knowledge:** Speak French and some English (or vice versa). For working at the registration position or serving stations, must be bilingual;
- **Practical Skills:** Must be resourceful, good stress management, good persuasion and sales skills;
- **People Skills:** sense of responsibility and detail, must enjoy teamwork and have good interpersonal skills.

### **Volunteer conditions**

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- Participate in at least two events per year.
- Be available during the week, in the day or evening, depending on when the event is held.

### **Type of position and schedule**

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Occasional, on-call position. Events are always held during the week, in the day or evening.