



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

Recreation & Parks Volunteer Position Description

POSITION TITLE: Special Event Volunteer

PROGRAM: Special Event (Family Day)

CUSTOMER GROUP: Service the general public.

POSITION PURPOSE: Assist department staff to run safe, fun and engaging special events.

REPORTING TO: Assistant Coordinator on site

TIME COMMITMENT: One time, shifts range 3-8 hours depending on location

JOB DURATION: One time

LOCATION: Assorted Town of Halton Hills facilities

POSITION DUTIES/RESPONSIBILITIES: Assist and direct public, answer questions, assist with crafts, games and face painting

QUALIFICATIONS & SKILLS: Mandatory minimum training for all Town of Halton Hills employees

BOUNDARIES/LIMITATIONS: No handling cash, will not be alone with participants

VOLUNTEER BENEFITS: Develop customer service skills, letter of recognition, community service hours, make a positive contribute to the community

ORIENTATION/TRAINING: One-time interview / training

SUPERVISION & SUPPORT: Supervised by Assistant Coordinator on site

RISK LEVEL: Low

SCREENING: One-time interview / training. No criminal reference check required

Date Developed: January 15, 2014

Revision Date: January 15, 2017 or as needed

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