

## WELCOME CENTRE

Do you love welcoming people and wanting to create memorable experiences for our volunteer community? If yes, join our Welcome Centre, one of the first teams volunteers encounter when signing in onsite.


The Welcome Centre position is located in Volunteer Village. Welcome Centre-Volunteer Ambassadors act as a point of contact for all volunteers to provide answers to their questions and guidance to the ins and outs of being a #bluesfestvolunteer, including where to find their assigned area. Volunteers in this position are responsible for the volunteer bag check, a safe place where volunteers can leave their purses, backpacks and jackets while on shift.

At the Welcome Centre, volunteers can enjoy complimentary snacks while on shift.

### For All Welcome Centre Positions

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| <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>● greet volunteers</li> <li>● provide information &amp; assistance</li> <li>● answer questions</li> <li>● display &amp; hand out Ottawa Bluesfest volunteer information</li> <li>● tag bags &amp; provide claim chits to volunteers</li> <li>● position bags in the appropriate area</li> <li>● return bags to volunteers upon presentation of claim chits</li> <li>● engage volunteers to participate in fun activities</li> </ul> | <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>● Accessibility Standards Customer Service Training</li> <li>● this position requires individuals to be energetic &amp; enthusiastic</li> <li>● must work efficiently with little or no direct supervision</li> <li>● must be able to learn new tasks quickly</li> <li>● willing to work in all types of weather</li> <li>● willing to stand for long periods of time</li> <li>● some lifting may be required</li> </ul> |
| <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>● exceptional attention to detail</li> <li>● effective communication skills</li> <li>● excellent interpersonal skills</li> <li>● adept at learning new tasks quickly</li> <li>● willing to follow directions</li> </ul>   | <p><b>Assets:</b></p> <ul style="list-style-type: none"> <li>● Bilingualism</li> </ul>  |

 This is a wheelchair-accessible position.

 Room to grow - Supervisor positions are available on this team.