



CityFolk

WELCOME CENTRE

This crew of experienced CityFolk volunteers is the welcome, information, and refreshment location for all CityFolk festival volunteers. The crew answers volunteer-specific questions, helps connect volunteers with their Crew Leaders, provides secure bag check services and refreshments for all volunteers.

<p>Duties:</p> <p>Welcome & information services</p> <ul style="list-style-type: none"> ● Greet volunteers ● Provide information and assistance ● Answer questions ● Display and hand out CityFolk volunteer information <p>Secure Storage</p> <ul style="list-style-type: none"> ● Tag bags and belongings and provide claim chits to volunteers ● Position items in the appropriate area ● Return items to volunteers upon presentation of claim chits <p>Food & beverages services</p> <ul style="list-style-type: none"> ● Prepare and monitor hot beverage station (coffee, tea and hot chocolate) ● Replenish fresh water coolers ● Stock food and beverages, monitor the availability of snacks and beverages, and re-stock as needed ● Distribute sandwiches and beverages to volunteers with meal tickets ● Ensure cleanliness of the area ● Record and update inventories of food and drink supplies received and supplied remaining on last day 	<p>Requirements:</p> <ul style="list-style-type: none"> ● Must be 14 years of age or over ● Must have completed Accessibility Standards Customer Service Training ● This position requires individuals to be energetic, enthusiastic with a genuine joy of meeting and working with a diversity of volunteers ● Must work responsibly and efficiently with little supervision ● Must be able to learn new tasks quickly ● Must be willing to problem solve ● Willing to work in all types of weather ● Willing to stand for long periods of time ● Some moderate to heavy lifting may be required (water cooler, drink cases, boxes, etc.) ● Must be willing to take initiative and be proactive
<p>Skills:</p> <ul style="list-style-type: none"> ● Exceptional attention to detail 	<p>Assets:</p> <ul style="list-style-type: none"> ● Bilingualism

 This is a wheelchair-accessible position



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| <ul style="list-style-type: none">• Effective communication skills• Excellent interpersonal skills• Adept at learning new tasks quickly | |
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