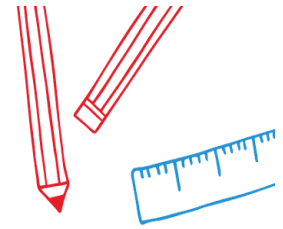




Richmond Regional Heritage Fair



ACTIVITY VOLUNTEER (15 Positions)

SHIFT

Friday, May 10 8:00am – 3:45 pm

JOB SUMMARY

Help with the activity stations under the direction of the Activities Leader.

KEY DUTIES & RESPONSIBILITIES

- Assist with the set-up and clean-up of activities on the outdoor plaza.
- Encourage children to participate and behave appropriately.
- Assist children with the activities or crafts.
- Emphasize the link between the activity & history/heritage. You will be provided with specific information about your activity on the day of the event.
- Direct children to other activities if your station is full.

EXPECTATIONS

- Attend the **Virtual Volunteer Orientation** online at 6:00 pm on Tuesday, April 23rd.
- Sign up on the City of Richmond's volunteer system at icanhelp.richmond.ca and log your hours.

FAQs

- The Richmond Cultural Centre does not open until 9:00 am. Someone will be stationed near the front entrance to let volunteers in before the building opens.
- When you arrive, please go to the Volunteer Registration Table to sign in with the Volunteer Coordinator and put on your volunteer name badge. Check the schedule to see where you are stationed and the Volunteer Leader or Activities Leader will give you further instructions.
- Lunch will be provided and refreshments will be provided throughout the day.
- When your shift is over, please check in with the Volunteer Coordinator then go to the INFORMATION BOOTH in the ROTUNDA (LOBBY) to sign out, return your name badge and fill in a feedback form.