



**NEW  
CANADIANS  
CENTRE**  
PETERBOROUGH

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## Events Volunteer Description

### Overview of Role

As a Special Events Volunteer, you will help make our many activities and events a reality. These events are not only a lot of fun, but also help newcomers connect with each other and the community, promote the New Canadians Centre and/or raise money. Examples of some past events include *Soup and Salsa for Snofest*, *Multicultural Canada Day* (with over 10,000 people in attendance), our Annual General Meeting, square dances, and our popular winter celebration at Market Hall.

### Availability of Role

This role is only available 5-6 times per year during some of our larger events, mostly evenings

### Time Commitment

Event volunteer shifts range from 2 hours to 5 hours

### Responsibilities

- Setting up venues – carrying tables and chairs, boxes
- Decorating venues
- Preparing food and maintaining an organized and hygienic food area
- Collecting and cleaning dishes
- Greeting and signing in guests
- General clean up

### Qualifications

- No experience required
- Eagerness to get involved, have fun, and help out
- Friendly, welcoming and sensitive to newcomers' needs

### What you will receive:

- Opportunity to meet folks from all over the world, as well as our volunteers, donors and community supporters
- Enjoyment of a fun NCC event while helping out
- Chance to gain experience and obtain school community service hours

Everyone  
welcome.

