



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

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VOLUNTEER ROLE DESCRIPTION:

SPECIAL EVENTS VOLUNTEER

Role Purpose:

As a Special Events Volunteer, you will play a key role in making the New Canadians Centre's (NCC) events in Peterborough and Northumberland a success. These events bring newcomers together with each other and with Canadian friends and neighbours, fostering social inclusion and community connection. You will work as part of a team of NCC staff, partners (when applicable) and other volunteers to help ensure smooth and engaging events for all guests.

* [Please click here](#) to check out NCC's current calendar of activities which includes examples of some of the events that you could get involved with throughout the year in this diverse volunteer role.

Duties and Responsibilities

- Assist with various tasks which may include setting up, greeting and directing people, guiding activities, and serving refreshments.
- Support event attendees, NCC staff and partners (when applicable) by being flexible and ready to help with whatever is needed.
- Adhere to the NCC's policies and procedures for fostering positive and welcoming community spaces where new Canadians feel comfortable participating in events.
- Represent NCC as an ambassador by sharing our mission vision and values with members of the public when appropriate.
- Provide ongoing feedback to NCC staff about how the event is going for both attendees and you as a NCC volunteer, and any other on-site duties as assigned by NCC staff.

Qualifications

- Previous experience attending NCC events is an asset but not required. Volunteering at events is a great way to get to know our work better while having fun.
- General familiarity with NCC's mission and an appreciation for community diversity.
- Adaptability, flexibility, and a positive attitude to help with unexpected volunteer tasks as the events unfold.
- Excellent teamwork and communication skills to interact with people from different language backgrounds, including volunteer teammates who may also be newcomers.
- A commitment to being dependable, punctual and reliable in showing up for your scheduled event shifts.

Accountability/Reporting:

Special Events Volunteers will work closely with a specified NCC staff lead(s) for each individual event.

**Everyone
welcome.**

