**Event Volunteer – *Vic West Fest***

**Position:** Volunteer

**Program Area:** Special Events

**Time Commitment**: Saturday, May 26th, 12:00PM 8:00PM, 2018

**Location**: Victoria West Community Centre, 521 Craigflower rd

**Background:**

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

**Purpose of Position**: Provide day of assistance for the VWCA’s Vic West Fest, including, set –up, take down, running children’s activities/craft stations, and clean-up.

**Skills & Qualifications:**

* Ability to lift 20lbs

**Position Responsibilities:**

Set-up / Take-down

* Lift and stack chairs and tables
* Set up tents

Running Children’s activities

* Ensure activities have enough volunteers
* Participate in games and crafts

Clean-up

* Ensure space is clear of garbage and debris

**Criminal Record Check Required:** No

**Staff Contact:** Volunteer Coordinator – volunteer@victoriawest.ca