



VOLUNTEER POSITION DESCRIPTION

Position Title: Special Event Assistant

Responsible to: ICA Event Organizer or Coordinator of Volunteer Services

The objective of the Position: To assist various tasks at ICA's special events.

Position Activities:

- Assisting and facilitating ICA programs and events on an on-call basis
- Interacts with ICA stakeholders; including staff, clients, volunteers, community partners, and supporters
- Maintains communication with the event organizer or volunteer coordinator regarding project needs, goals and timelines

Benefits:

- Interacting in an inter-cultural environment; and learning opportunities to enhance skills

Requirements of Volunteer:

- Assisting various tasks at ICA special events
- Attending preparation meetings, in-person or via Zoom, before the event
- Intermediate-level spoken English
- Cross-cultural experience or personal commitment to learning about other cultures
- Able to accept direction and feedback from the event organizer or coordinator of volunteer services
- Excellent interpersonal skills and ability to work effectively with stakeholders in a friendly and patient manner
- Strong organizational skills and attention to detail
- Reliable and able to carry out duties independently
- Criminal record check is required

Time and Commitment:

- On-call; 1 – 3 hours per shift
- Shifts will vary; primarily daytime; may include evenings or weekends
- Minimum 3 – 6 month commitment
- Position located at ICA and other locations where ICA events take place

Guidance and support are provided by ICA event organizer and coordinator of volunteer service.

Updated Aug 1st , 2023