



Volunteer Position: After Hours Events Job Description

The volunteer assists all staff with a myriad of different duties depending on the event. While volunteering, you will be responsible for:

- Server – this one speaks for itself! You will be serving whatever fabulous meal our kitchen has concocted and bringing plates to women.
- General clean-up before, during and after the event.
- Demonstrate Occupational Health and Safety protocols by **always wearing a pair of gloves and changing them frequently.**
- You may be asked to assist in the kitchen. This can include general clean-up, plating food, etc.
- General assistance with the women of the Centre – this may include bringing coffee or tea, helping them to their seats, etc.
- Communicating with the women, answering their questions, etc.
- Supporting the event coordinator by assisting with facilitation, organization, etc.
- Communicating any concerns, comments and positive feedback to Stephanie, Volunteer Coordinator.

To apply, please contact Stephanie, Volunteer Coordinator by email: skills@dewc.ca, and include **“After Hours Volunteer”** in the message subject.