

**Central Lions Seniors Association**  
**SPECIAL EVENTS/VOLUNTEER COORDINATOR**  
**JOB DESCRIPTION**

Under the direction of the Program Coordinator and in collaboration with CLSA Special Events and Volunteer Committees, this position will be responsible to:

**Duties: Special Events**

Plan, implement and evaluate Special Events:

- Select and develop themes in collaboration with the Committee
- Oversee event logistics: book entertainment, catering services and venue; assist with decorating; ensure tickets and invitations are available; assist with the advertising of events; recruit, place and supervise volunteers for events; ensure set-up and clean-up; monitor event budget and complete evaluation of events.
- Attend and manage Special Events
- Attend and take minutes for Special Events Committee

**Duties: Volunteer Coordination**

Assist in developing and implementing a volunteer program:

- Develop job descriptions for volunteer positions
- Recruit, interview, screen and place prospective volunteers
- Provide initial orientation and training for new volunteers
- Ensure provision of recognition and evaluation of volunteers
- Complete program administration, statistics and records

**Qualifications:**

- Completion of 12<sup>th</sup> Grade and a minimum of a Diploma in Recreation Administration, Volunteer Management or Special Event Planning or equivalent.
- At least one year of experience in Recreation Administration and some direct experience in conducting recreational, cultural or other related events
- Experience working with and managing volunteers
- Specialized skills and training in working with seniors
- Ability to instruct, organize and supervise group activities and special events
- Current Standard First Aid, CPR & AED training
- Security Clearance

**Hours:** Flexible – some evening and weekend work

**Wages:** \$16 - \$20/hour depending on qualifications  
3-month probation to start

**Start Date:** August 24, 2009