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Volunteer Special Event Booth Attendant Needed!

We are currently looking to engage a number of **passionate, outgoing** and **enthusiastic** volunteers who will involve local community in supporting ARMS mission and strategic goals. **Community relations** are an important part of ARMS, especially with getting our message across and therefore we are looking for **volunteer special event booth attendants** to assist staff with the 2019 events planned. **We offer training** and learning opportunities, regular communication, space to provide input and feedback, leadership opportunities and our great appreciation in many forms!

Qualifications:

- Outgoing, enthusiastic and mature
- Ability to build strong relationships with new people and organizations
- Detail-oriented with excellent time management skills
- Strong interpersonal skills
- Works well independently and as part of a team
- Volunteer experience or experience with a non-profit is considered an asset
- Previous event planning experience is considered an asset

Volunteer Special Event Booth Attendant:

- Event setup and take down of ARMS tent and other event items
- Connect with local community responding to requests and handing out information on the Alouette watershed
- Represent ARMS during event in a professional and respectable manner

Time Commitment:

Hours are flexible and can be completed in office or from home on your own schedule. Approximately 4-6 hours per month between April 2019 – Sept 2019 (approximately 50 hours).

Link to Mission:

At the Alouette River Management Society, we're on a mission to proactively protect and improve the Alouette Watershed and surrounding areas by creating a healthy environment which connects parks, trail systems, public centres and waterways and volunteers are essential to helping us deliver on that mission.

By volunteering, you can:

- Explore your passion for nature and the environment

- Learn and gain hands-on experience and share your skills
- Make a difference and give back to your community
- Get outside, be active and have fun working with others
- Be part of an amazing non-profit, charitable organization located in beautiful Maple Ridge, British Columbia.

Accountability:

- Volunteer will be responsible to the Executive Director and will co-ordinate with the Environmental Projects and Communications Manager.
- Criminal records check will need to be completed for all successful volunteers.

Benefits and Recognition:

- Receive valuable employment experience in fundraising and event planning, leadership and marketing
- Enhance your communication skills
- Contribute to the community by working for a charitable not-for-profit organization
- Further advance ARMS' mission of raising public awareness
- Gain a letter of recommendation, reference on LinkedIn and credit on any materials produced and recognition in the ARMS newsletter which goes out to over 300 individuals and groups
- Support for your learning objectives throughout the project duration

Contact:

- If interested email Sophie Smith at sophie@alouetteriver.org