



# THE CORPORATION OF THE TOWN OF OAKVILLE VOLUNTEER POSTING

*This volunteer profile reflects the general details considered necessary to perform the principle functions and shall not be construed as an interpretation of all work requirements inherent in the job. Applicants are required to demonstrate in their applications and in the interview process that their qualifications for the positions match those specified. Applicants may be required to undergo a skills assessment and/or testing.*

**Job Designation:** Outreach Ambassador – Oakville Centre for the Performing Arts

**Department:** Recreation and Culture

Volunteer Responsibilities:

As an Outreach Ambassador you will be responsible for enthusiastically promoting the OCPA volunteer program and OCPA shows and events offsite to members of the Oakville community.

Additional duties include:

- Attend public and centre events
- Set up and tear down of outreach booth and materials
- Hand out volunteer brochures to interested parties
- Educate and promote the OCPA volunteer program to the public
- Uniform required; Oakville Centre shirts will cost \$20.00
- Other duties as assigned

Required Commitment:

- Subject to availability
- Roughly 2-4 outreach initiatives per season
- Please note: all students that wish to volunteer must complete their full 40 hours of community service to receive a letter of reference

Qualification:

- Strong customer service skills.
- Good communication and skills; enjoys meeting and speaking with new people
- General theatre knowledge and interest.
- Must be able to work independently
- Minimum Age 16 (parental consent required 16 to 18)
- Able to work days, evenings and/or weekends;
- Organized, accurate and reliable, positive attitude;
- Recognizes and resolves problems quickly and efficiently

Training:

- Initial orientation training on-site ( includes customer service AODA, Bill 168)
- Position specific Training (shadowing)
- Ongoing mandatory training (updated and refresher on emergency procedures)

Screening Required:

- Application (including parent release for those 16-18 years of age)
- Interview
- Reference checks (2)

DATED: November 19<sup>th</sup>, 2015

**We thank all applicants and advise that only those selected for an interview will be contacted.**

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.