

Volunteer Job Descriptions ~ Offices

Registration Attendant

Responsibilities:

- Assist the Volunteer Coordinator
- Ensure all volunteers have Fringe Photo ID
- Check-in volunteers & direct them to the appropriate locations
- Answer phone and make reminder calls
- Sign up new volunteers
- Keep Volunteer Centre neat and orderly

Required Skills and Abilities

- Organized, responsible, and reliable
- Customer Service and communications
- Multi-tasking
- Ability to work in a fast-paced environment
- Attention to detail
- Must agree to confidentiality

Time Commitment

- Shifts are maximum 4 hours
- Minimum of 3 shifts in this area is preferred

Runner

Responsibilities

- Assist in the set-up and tear-down of venues, KidsFringe Activities, and where needed
- Escort those handling cash to venues as needed
- Run supplies and cash to and from venues
- On stand-by to fill in where assistance is required

Required Skills and Abilities

- Customer Service
- May be required to help with lifting
- May be on your feet throughout shift
- Refer to other job descriptions if asked to help in other areas

Time Commitment

- Shifts are maximum 4 hours
- No minimum number of shifts
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Note: This is the only Fringe Volunteer Position where it is appropriate to bring a book in case of slow periods.

ABO Helper

Responsibilities

- Assist the ABO staff
- Take telephone/email ticket orders
- Reconcile dockets returned from venues

Required Skills and Abilities

- Customer Service
- Cash handling and math skills
- Must be bondable
- Attention to detail
- Ability to work in a fast-paced environment

Time Commitment

- Shifts are maximum 4 hours
- Minimum of 3 shifts in this area is preferred

Patron Surveyor

Responsibilities

- Approach patrons throughout the site and ask them to complete the survey
- Report to Development Officer

Required Skills and Abilities

- Attend training session
- Customer Service and people skills
- Attention to detail
- Will be on your feet throughout shift
- Meet quotas of completed surveys (50 per shift)
- Must speak fluent English

Time Commitment

- Shifts are maximum 3 hours
- Minimum of 5 shifts in this area is preferred