

# Chestermere Recreation Centre

## Volunteer Job Descriptions

The Chestermere Recreation Centre hosts a variety of programs and events throughout each year. As we are a Non Profit Organization we depend on our Community to help with various programs and events. These activities might not run without the aid of our valued volunteers.

**Jelly Bean Dances:** Friday nights from 7 – 9:30 pm for children in Grades 4 – 8 Various dates

- Supervise the dance for safety and behaviour.
- Supervise the exits and lobby area as we do not allow children to leave the facility
- Sometimes help with concession.
- Decorate prior event

**Country Fair** – 3<sup>rd</sup> Weekend in September (Friday evening and Saturday 10 – 4 pm)

- Committee Members to assist with planning & organization of the event ( bi-monthly meetings Jan – Sept)
- Set up & Take Down of various venues and staging areas.
- Red Ribbon Competition assistance (Thursday & Friday)
- Parade assistance
- Parking attendants
- Supervising of Children's activities in the Kid Zone

**Halloween Parties** – Last Fri & Sat before October 31<sup>st</sup> Boofest for Preschoolers on Fri 2 – 4 pm, Howler for Grade 6 & Under Fri night from 6:30 – 9:30 and , Fright Fest Dance for Grades 7 – 9 on Sat from 7 - 10 pm

- Assist with planning and set up of haunted Maze Haunted (Mon – Thurs prior to event)
- Decorating the Main Hall (Friday 9 – 1 pm)
- Running activity/game stations from 2 – 4 pm and 6:30 – 9:30 pm
- Supervision of dance and Haunted House on Friday night and the Fright Fest dance on Saturday night
- Clean up and take down of Haunted House Sat afternoon
- Clean up and take down Sat night at 10 pm & Sunday morning

**Go Girl** – A one day activity day to promote physical activity for teen and pre teen girls 9 – 5 pm

- Volunteers can assist with lunch preparation and other small duties on the day of the event

**Community Christmas Party** – 2<sup>nd</sup> Sat in December 1 – 4 pm

- Decorating of Main Hall on Friday
- Assist children with crafts at Santa's workshop
- Assist with refreshment table
- Clean up and take down after event

**Mind, Body & Spirit Expo** – 3<sup>rd</sup> Sat in March 10 – 4 pm

- Committee Members welcomed to help plan this event (app 4 – 6 meetings prior to the event)
- Assistance required on the day of the event with lunch preparation and various odd jobs

**Country Connections** - Usually 1<sup>st</sup> weekend in May (May 7<sup>th</sup> for 2011)

- Committee Members to assist with planning & organization of the event ( 4 meetings Jan – May)
- Set up & Take Down of various venues and staging areas.
- Parking attendants
- Supervising of Children's activities in the Kid Zone

**Various Wind Up Parties** - Indoor Soccer in March, Outdoor Soccer & Minor Ball in June, Slo Pitch in August

- Assist with decorating and administration on the day of the event

**Recreation Program Assistance** – Youth Volleyball, Badminton, Soccer, Before & After School Care & More!

- Assist instructors as needed. Programs are 8 – 12 weeks and usually start in Sept, Jan & May.