



Downtown Milton Street Festival

Welcome Centre Attendants

Role:

To coordinate and oversee all operational aspects of the welcome centres (information booths).

Time commitment:

- Based on shift requirements
- Please be signed in and at information booth 15 minutes before your shift begins

Location:

- | | |
|---|---|
| <ul style="list-style-type: none">• In Front of DBIA Office• Fulton and Main | <ul style="list-style-type: none">• James Street and Main Street (St. Paul's Church)• Knox Church Stage Area |
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Responsibilities:

- Sign in at Volunteer Centre prior to shift starting

To the best of your ability and with a positive manner (wear a big smile)

- Welcome all attendees, guests, visitors, volunteers, VIP's
- Respond to all inquiries and requests
- Provide handouts and directions to all attendees, guests etc
- Provide information about activities, times and locations (eg: washroom locations, bus stop information, entertainment schedules etc)
- Welcome Centres serve as emergency locations: please assist with any first aid needs and/or emergency procedures (eg: lost person)
- Log any comments or complaints on forms provided
- Report any issues or concerns to the zone supervisor
- Sign out at Volunteer Centre at end of shift

Requirements & Qualifications:

- Must have a good overall knowledge of the event and the location of specifics
- Must be 16 years of age or older
- Must have completed a Special Event orientation and training session
- Must have basic first aid and CPR certification

Dress:

- volunteer t-shirt, hat, nametag, and dark bottoms (pants, walking shorts or capris), comfortable shoes/running shoes
- Reusable water bottle

Benefits:

- Meet new people
- Develop new skills
- Get involved in your community
- Students – complete your Community Involvement hours

Supervisor: Zone Supervisor