

Volunteer Opportunities Description

Making Soup and sandwiches: items will be provided by the Centre for various events, members would be asked to come and help make these food items in the Centre's kitchen. It could be a morning or afternoon.

Willing to donate baking /goods for events: Members are asked to donate squares or desserts for various events i.e., Victoria's Christmas Tea.

Decorate for events/occasions/holiday decorating: members are needed to decorate the Centre upstairs or downstairs or both for events, using the decorations provided by the Centre.

Take-down the decorations after the events/occasions/holiday decorating: Members are needed to assist with the take-down of the decorations and to put them away in the storage room.

Kitchen/general help prior to the event: Members might be asked to set the cups and saucers and dishes, start the coffee and tea, decorate the table by putting out the tablecloths, cut and place the squares on the trays, cut the prepared sandwiches and place them on the trays, this might also include making sandwiches.

During the Event: members will help in the kitchen filling containers, making sure that the kitchen runs smoothly

After the Event: Kitchen clean-up, washing dishes, loading dishwasher, putting dishes away, putting leftover food items in appropriate containers, and putting in fridge or freezer, tidy and clean kitchen.

Set-up tables and chairs for events: members assist in setting up chairs and tables for all our events and often just chairs for the seminars, tables are located on the upper level, larger events such as Trivia Night the tables are also taken from the lower level (transported to the upper level using the lift)

Takedown tables and chairs after the events: members assist in returning the tables and chairs to the appropriate storage area

Hostess for Victoria's Christmas Tea: This tea is held once a year in November, members are hostesses for their own table, guidelines for this event and duties are available from the office.

Servers: members are the servers and are required for the Victoria's Christmas Tea, they bring the sandwiches, desserts and coffee and tea pots to the tables as needed. Servers are sometimes required for other functions.

Help with events, listed below

- **Garage Sale:** held once a year, members are needed to help sort the donated items, place them on the tables prior to the sale, they are needed the day of the sale to help meet the public and assist and encourage items to be sold., members are needed to pack up the items that were not sold so they can be taken away to various organizations.
- **Christmas Dinner and Dance:** held once a year, members are needed to sit at the door and take the tickets, help with the office duties of cutting of the tickets
- **Trivia Night:** held once a year, we look for 3 to 4 judges to develop the questions, a scorekeeper, a facilitator for this event to oversee the preparation for this event, along with the kitchen help, the set-up help, lift operator.
- **Movie Matinee:** this person would take on setting up the chairs for the afternoon and running the projector for the movie, the movie is obtained by the office. Collecting the monies from the members. The Movie matinee had previously been once a month.
- **Canvassing for Door Prizes or for the Silent Bid Auction held during Trivia:** Canvas the local businesses to see if they would like to donate an item to support our event.

General Maintenance; this might be to fix small items, change light bulbs, put the air conditioner in the window or to remove in the fall.

Occasional use of truck or trailer: To remove items from the garage sale, or if needed for other item removal or pick-up.

Annual general clean-up: work detail is organized to sometimes clean up the storage room.

Interest in teaching a course, leading a program, a game, social event, or developing a seminar: come with your idea and what it might involve and we can help with the details and planning with regards to times and dates and help with what might be needed.