



Volunteer Position Description

Brochure Distribution Volunteer

Reports to: Coordinator of Volunteers

Hours: Flexible (1-3 hours per week however works best for you)

Volunteer Position Summary

The Brochure Distribution Volunteer helps to promote and educate citizens about the Arts Centre, by placing brochures, rack cards etc. in Public Libraries, Recreation Centers, and various public spaces. Keeping our key locations well stocked with our materials, helps to ensure our ability to continue to provide excellent arts experiences in the community.

Summary of Volunteer Responsibilities

- Pick up brochures/rack cards from the Arts Centre
- Deliver to various locations and replenish as needed
- Record and track quantities left at each location
- Source new venues to deliver brochures/rack cards (if possible, not necessary)

Skills and Abilities Required

- Ability to work independently and without supervision
- Enjoy walking
- Good interpersonal skills
- Organized and attention to detail

Time Commitment

- Flexible hours but potentially within hours of operation of various venues

Additional Information

- Successful applicants will be contacted for a brief interview.
- Must successfully complete a Criminal Record Check (To be processed after the interview), an Emergency Contact form, a Letter of Agreement and a Respectful Workplace Policy.
- This is a very flexible position that can fit your own schedule and only has an expectation of a few hours per week. If you have to miss some weeks, that's okay. Any distribution you get done will benefit us.

For questions or information please contact:

Sandy Palmer 604.931.2008 x 111/VolunteerCoord@pomoarts.ca