



Volunteer Position Description

Gallery Opening Reception Volunteer

Reports to: Gallery Manager

Hours: 9 per year selected dates (to be provided)

Volunteer Position Summary

Gallery Opening Reception Volunteers assist with set up, greet guests, and serve food and beverages at Gallery Openings.

Summary of Volunteer Responsibilities

- **Set Up:** Assist in setting up for the reception, tables, chairs, possibly flowers, coat check, food and punch.
- **Greeters:** Greet and welcome guests. Provide information and directions as needed.
- **Food Coordinator:** maintains and replenishes food and punch as needed. **Food Safe Certificate Required.**
- **Bartender:** Set up bar, serve wine and/or beer to guests. **Serving It Right Certificate Required.**

Skills and Abilities Required

- Enjoy and be comfortable meeting new people
- Good communication and interpersonal skills
- Ability to stand for long periods of time, and physically able to move tables etc.
- Depending on role, Serving it Right and/or Food Safe Certificates are required.
- An appreciation of the arts is an asset.

Time Commitment

- 9 Evenings per year (tba)
- Time: 5:15pm to 8:30pm

Additional Information

For questions or information please contact:

Sandy Palmer 604.931.2008 x 111 / VolunteerCoord@pomoarts.ca