



The Society To End Homelessness In Burnaby
Working Together To End Homelessness In Burnaby
www.burnabyhomeless.org

DESCRIPTION:

During a season in which many Burnaby citizens are especially challenged with homelessness and poverty, people will have an opportunity to enjoy a warm, welcome and festive environment.

Outreach Christmas is the festive event during a winter season. People living in poverty and homelessness are also provided with basic items and services on a weekly basis through the Outreach Resource Centre to help withstand the elements: ie food, clothing, toiletries, access to outreach worker assistance.

The Outreach Resource Centre provides food, clothing, toiletries and outreach worker assistance for Burnaby citizens who are living in extreme poverty and homelessness. The centre operates solely on donations from businesses, faith community members and concerned citizens including in-kind donations of volunteers.

The greatest benefit of volunteering is knowing that your contribution is assisting people in genuine need.

HOW TO APPLY:

Please contact the email below to apply for this position.

CONTACT PERSON:

Carol-Ann Flanagan

CONTACT PHONE:

(604) 200-0712

CONTACT E-MAIL:

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The Society To End Homelessness In Burnaby
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| (604) 200-0712 | info@burnabyhomeless.org |

VOLUNTEER - BINGO

DELIVERABLES/DUTIES:

- Working as part of a team (caller & monitor) to run a bingo game using the wheel, distributing dabbers and bingo papers and prizes for the winners.
- When someone calls “bingo”, the card is to be checked for accuracy. If accurate, provide prize.
- There will be a box style table available for bingo from the stage area- please ensure that this table is loaded onto the truck at the end of the event. Once bingo is completed, pack up and leave together on stage, preparatory for return to storage.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - CARD MAKING TABLE/SCRAPBOOKING

DELIVERABLES/DUTIES:

- Assisting the Scrapbooking lead in providing materials and an enthusiastic environment for guests to make cards if they wish.
- At the end of the event, pack up preparatory for the lead to take.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - CLEAN UP AT END OF EVENT (2:00 PM)

DELIVERABLES/DUTIES:

- Ensuring that the clean up for the event occurs at 2pm, permitting last games to be completed before taking tables, equipment, etc.
- Includes loading donated tables and chairs, hockey net, board, pucks and sticks into the rented truck, removing all supplies- clothing, bins, kitchen supplies, prizes, box table for bingo etc from the premises
- Ensuring that all floors are washed, garbage removed and that the facility is left clean and ready for the next group

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - CLOTHING

DELIVERABLES/DUTIES:

- Distributing clothing under the guidance of the Clothing Lead (Kat); organizing clothing for display. If find items that are in disrepair, discarding them.
- Identifying clothing, if any, that is not suitable for our guests.
- At end of the event, bag them separately and label “FOR HOSPICE” so that we do not store items we cannot use.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - COFFEE, JUICE, WATER, TEA

DELIVERABLES/DUTIES:

- Working under the direction of the two Kitchen Co leads to serve coffee, tea, juice and water from a table in the main hall.
- Keep area clean.
- Get refills from kitchen prior to running out.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - FIRST AID

DELIVERABLES/DUTIES:

- Providing basic first aid in the event of an emergency- working in consultation with the event lead to call for emergency personal if needed.
- Keeping injured person calm while help is offered/on way.
- Reporting any incidents to the event coordinator.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Adult
- Senior

VOLUNTEER - GENERAL CLEAN UP

DELIVERABLES/DUTIES:

- Working under the direction of the two Kitchen Co leads to clean up around the eating tables- ensuring that people have finished with their food before removing their plates- may also involve cleaning spills on the floor- or restocking toilet paper.
- Generally keeping area orderly and comfortable for people to sit and eat.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - GUESSING GAME

DELIVERABLES/DUTIES:

- Involves a jar with items inside Person who sets up counts all the items to discover the total. Game is having people guess how many items are in the jar by writing their name and guess on a piece of paper. Prize is a gift card or certificate.
- After all have had a chance to guess the number of items, the volunteer picks the three closest guesses and has the MC announce the winner.
- If the guest with the closest guess is not present, the prize is given to the second closest winner.
- Be ready with an additional prize in case of a tie. Once game is complete, the items used are packed up and delivered to the stage area for eventual removal for storage.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - HOCKEY TOURNAMENT -

Tournament starts after the entertainment is completed.

DELIVERABLES/DUTIES:

- Facilitating a robust hockey shoot out tournament with prizes until prizes run out or there is no more interest in the game from guests. Encourage participation.
- Pack up Hockey game when completed, preparatory to being moved to the trucks or gym for return to storage.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - GENERAL CLEAN UP

DELIVERABLES/DUTIES:

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QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
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- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - HOSPITALITY

DELIVERABLES/DUTIES:

- Ensuring people know where services and specific items are located, how to get the things they need, especially assisting persons with disabilities, stepping in for other volunteers so they can have a break.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - JINGLE BELL TOSS GAME - Game starts after the entertainment is completed

DELIVERABLES/DUTIES:

- Game rules and extra materials are available in the manager's bin at reception.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - KITCHEN

DELIVERABLES/DUTIES:

- Working as a team under the two Kitchen Co leads (Marg and Patricia) – serving catered food for breakfast (9 – 10 am), lunch (11 – 1 pm), dessert.
- Ensuring the volunteers and service providers are served breakfast and lunch in the volunteer lounge.
- Volunteer breakfast is scheduled at 8:30 am (to complete before 9 a.m. opening of doors) and lunch at 11:30.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - MC/GREETER

DELIVERABLES/DUTIES:

- Commences the day with a Christmas trivia game with winners receiving gift cards for the winning answer from the crowd. MC works with volunteers who distribute gift cards for the winning answer from the crowd. Gets gift cards for trivia game from reception area (Manager's bin).
- Welcomes and recognizes dignitaries (politicians & special guests) upon arrival, gives task – e.g. handing out prizes for door prizes, serving food, distributing oranges, etc. Manages access to Santa thru calling tables.
- Manages door prizes throughout the event by receiving the bin of names from reception periodically. Draws or appoints someone to draw names for the door prize, including politicians, special guests, other guests, etc.
- Keeping people advised re what happens next (see schedule of events).
- Working the crowd to ensure a festive mood. MC is also back-up to bingo volunteers as needed

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Adult
- Senior

VOLUNTEER - PARKING

DELIVERABLES/DUTIES:

- Ensuring that all persons attending understand that there is no reserved parking and that parking is limited.
- Ensures access to parking spot close to the door for persons with disabilities.
- Keeps one spot for the photo runner to London Drugs should that be required.
- Shows caterers and food suppliers where to access the back door off the alley to deliver food and supplies.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - RECEPTION

DELIVERABLES/DUTIES:

- Ensuring that all volunteers sign in, complete the volunteer special event form, and get a name tag. This is used to cross-reference the certificates of appreciation.
- Welcoming all guests, taking names for stats of our guests, as well as putting their name into a draw for a door prize, requesting translation as needed. Issuing 5 tickets to each person to play downstairs games – they can play as often as they like, but they will receive a maximum of 5 prizes for their same number of tickets. They can use all 5 tickets on one game for 5 prizes, or play each game once for 5 prizes. All games have equal value – e.g. all take the same one ticket.
- Taking the names of all dignitaries and directing them to the MC/Greeter.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - SANTA VISIT - Please note: this is the highlight of the day for many people.

DELIVERABLES/DUTIES:

- Enjoying being a Santa's helper – hats will be available at reception
- Providing an opportunity for guests to sit on Santa's knee, or be beside, encourage them to have their photo taken (it is their picture, not kept by Society, and distributed before end of event).
- Giving the Christmas present, ensuring that people who prefer not to sit on Santa's knee still receive a present and ensuring that the line for Santa/presents is well run and welcoming
- Taking down names on envelopes for the photos, recording photos by number and name for cross reference using a printing machine to print photos or driving to a local London drugs store for photo finishing distributing photos to guests when completed
- Ensuring that persons with disabilities have a visit from Santa and receive a present

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - SECURITY

DELIVERABLES/DUTIES:

- Being an extra set of eyes- to ensure that all guests feel safe, that persons do not excessively overindulge the number of items they receive from an given station, that items are not stolen, that the premises is respected reporting any concerns to the event lead

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - SHOWERS

DELIVERABLES/DUTIES:

- Providing towels and toiletries for persons wishing to have a shower, placing wet towels in a clear plastic bag for laundering (please note: in the past towels placed in a regular garbage bag have been thrown out due to mold as they were not identified for immediate cleaning).
- Ensuring the shower areas are free of garbage after each shower

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - TENTS/BANNERS

DELIVERABLES/DUTIES:

- Ensures access to parking spot close to the door for persons with disabilities.
- Keeps one spot for the photo runner to London Drugs should that be required.
- Shows caterers and food suppliers where to access the back door off the alley to deliver food and supplies.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - TRANSLATION SERVICES

DELIVERABLES/DUTIES:

- Ensuring that persons who do not speak English- understand the specifics of the event, where items are located, how the door prizes are distributed and any other questions that emerge during the event.

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Teen
- Adult
- Senior

VOLUNTEER - VOLUNTEER LEAD

DELIVERABLES/DUTIES:

Ensuring that all volunteers:

1. have signed the special event form
2. are respectfully supported throughout the event
3. know their assigned position and the tasks involved with that position,
4. understand the purpose of the day and are focused on providing a welcoming nonjudgmental environment for the guests
5. know where the volunteer lounge is located
6. encourage volunteers to take breaks during the day especially for food
7. understand the importance of staying until the facility is clean and all supplies are loaded
8. ensure that no photos taken/posted expose guest in attendance
9. ensure that permission is given before any photos of volunteers are posted by the Society

QUALIFICATIONS:

- This volunteer is reliable, honest, works well in a team and has good communication skills.
- Be respectful of other guests to keep this a safe place for all in attendance.
- Volunteers must sign a Special Events Volunteer form.

ROLE IS SUITABLE FOR:

- Adult
- Senior