Volunteer Position Statement

POSITION TITLE	**Arts, Culture and Tourism Volunteer (Events and Programs – Textile Lab)**
REPORTS TO	Cultural Experiences Regional Leader (Western)
CLUSTER	Service Delivery
DEPARTMENT	Arts, Culture and Tourism (ACT)
TEAM	Cultural Experiences
EFFECTIVE DATE	July 2024

ROLE PURPOSE

To assist with the delivery of programs, events, and festivals in Lake Macquarie, especially those held within the Toronto Library Textile Lab. Events and programs may range from workshops, courses, and community drop-in sessions. Volunteers have the opportunity to tailor their participation based on interest and availability.

CORE TASKS

- Assist with set-up, delivery and pack down of programs, events and festivals primarily held in the Textile Lab.
- Welcome program attendees, provide textile instructions and demonstrations, answer general textile information questions, and share knowledge with the public.
- Provide ideas and assistance to develop new textile programs.
- Attend volunteer group meetings, training and feedback sessions as required.

This position:

- Is primarily located at the Toronto Library Textile Lab.
- Allows for flexible hours of involvement, generally between 9am-5pm Monday to Friday and 9am-12pm Saturday.
- Will involve attendance at training and briefing sessions as required.
- Will require a competent level of textile experience in at least one of the following areas: sewing, mending, weaving, darning, embroidery, felting, knitting, crocheting etc.

CRITERIA

- Interest in textiles and working with the community to share knowledge.
- Willingness to learn, take direction and work as a part of a team.
- Good communication skills.
- Working with Children Check.
- Ability to work unsupervised.

REQUIRED TRAINING

- Council induction and site specific inductions for programs.

CONDITIONS OF SERVICE

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined during training and induction.

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VOLUNTEER NAME	
SIGNATURE	
DATE	