

Event Assistant

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for an Event Assistant who will oversee activities throughout the event and assist where needed. The attendant will assist with set up for the event, answer questions about the event, take feedback from visitors and oversee the activity and refreshment areas. Instructions will be provided.

Volunteer Position: Event Assistant

Responsibilities:

- Answer questions, provide directions and other general information with a welcoming and warm attitude
- Clean and tidy as needed

Qualifications:

- Friendly and welcoming attitude
- Able and willing to answer visitor's questions
- Able to stand/sit for long periods of time
- Light physical input required
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**

Shift Time

- 3.30 pm - 7:30 pm

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca

Greeter

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for a **Greeter** who will provide a warm and welcoming first point of contact for visitors attending the event. Volunteers may stand or sit in a chair for greeting and will be located near the entrances to the event inside the building.

Volunteer Position: Greeter

Responsibilities:

- Welcome visitors to the event at the welcome table
- Answer questions, provide directions and other general information
- Provide information on site specific accessibility options - elevator/ramp/etc. (information will be provided to the volunteer)
- Volunteer may stand or sit in a chair for greeting
- Collect feedback from event participants

Qualifications:

- Friendly and welcoming attitude
- Able and willing to answer visitor's questions
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**

Shift Time

- 3.30 - 7:30 pm

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca

Please meet at the Greeting table at the entrance to City Hall for a brief site orientation and information briefing at the start of your shift.

Refreshment Area Attendant

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for a **Refreshment Area Attendant** who will oversee refreshments and snacks within the kitchen area inside the event. The attendant will organize refreshments/snacks, replenish stock when needed and connect with Runners/Wayfinders to deliver food to tables.

Volunteer Position: Refreshment Area Attendant

Responsibilities:

- Oversee the refreshment area within the kitchen
- Set up and stock the refreshments and snacks as needed
- Connect with staff and other volunteers to deliver food
- Clean and tidy as needed

Qualifications:

- Ability to follow directions and practice safe food handling procedures (washing hands, wearing gloves, etc)
- Attention to detail
- Friendly and welcoming attitude
- Physical input required- standing/sitting/cleaning/lifting boxes
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**
- **Food safe certificate is an asset**

Shift Time

- 3.30 - 7:30 pm

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca

Sensory Space Attendant

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for a **Sensory Space Attendant** who will oversee the Sensory Room at the event. A sensory room is a specially designed space that uses a variety of stimuli to engage and stimulate a person's senses. It's often used to help individuals, especially those with sensory processing disorders, learn to regulate their sensory experiences and interact with the world around them in a safe and comfortable environment.

The attendant will answer questions about the event, take feedback from visitors and oversee the space. Instructions will be provided.

Volunteer Position: Sensory Space Attendant

Responsibilities:

- Answer questions, provide directions and other general information with a welcoming and warm attitude
- Oversee the room with the sensory equipment - details will be provided once the activity is confirmed
- Clean and tidy as needed
- Keep the space safe and quiet

Qualifications:

- Friendly and welcoming attitude
- Able and willing to answer visitor's questions
- Able to stand/sit for long periods of time
- Light physical input required
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**

Shift Time

- 3.30 - 7:30 pm

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca

Set/Up Runner

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for **Set-up/Runner** who will assist organizations in setting up their booths for the event and enhance the experience of those attending the event by providing directions and escorting visitors to certain areas of the event. They will also do short errands or tasks throughout the event. They will be based at the inside Greeting table, but will be mobile throughout the event and may be positioned outside as needed.

Volunteer Position: Runner

Responsibilities:

- Answer questions, provide directions and other general information with a welcoming and warm attitude
- Provide information and direction on site specific accessibility options (elevator/ramp/etc- information will be provided to the volunteer)
- Assist in set up - moving tables/chairs/displays, setting up tents, putting up signs
- Run errands during the event like moving boxes, stocking brochures, delivering items to tables

Qualifications:

- Friendly and welcoming attitude
- Able and willing to answer visitors questions
- Able to complete physical work- lift boxes and chairs, walk up and down stairs, stand for long periods of time.
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**

Shift Time

- 3.30 - 5:30 pm

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca

Take Down/Runner

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for **Take Down/Runner** who will assist organizations in taking down their booths for the event and enhance the experience of those attending the event by providing directions and escorting visitors to certain areas of the event. They will also do short errands or tasks throughout the event. They will be based at the inside Greeting table, but will be mobile throughout the event and may be positioned outside as needed.

Volunteer Position: Take-Down/Runner

Responsibilities:

- Answer questions, provide directions and other general information with a welcoming and warm attitude
- Provide information and direction on site specific accessibility options (elevator/ramp/etc- information will be provided to the volunteer)
- Assist in take down - moving tables/chairs/displays, setting up tents, putting up signs
- Run errands during the event like moving boxes, stocking brochures, delivering items to tables

Qualifications:

- Friendly and welcoming attitude
- Able and willing to answer visitors questions
- Able to complete physical work- lift boxes and chairs, walk up and down stairs, stand for long periods of time.
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**

Shift Time

- 5:30 p.m. – 7:30 p.m.

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca

Wayfinder

Join the City of Coquitlam at our Welcome to Coquitlam Event, helping new residents feel at home in Coquitlam by building connections to community services, programs and local government!

This position is for a **Wayfinder** who will assist with putting up directional signage in and out of the City Hall, enhance the experience of those attending the event by providing directions and escorting visitors to certain areas of the event, including Glen Pine Pavilion and the City Centre Aquatic Complex. They will also do short errands or tasks throughout the event. They will be mobile throughout the event and may be positioned outside as needed.

Volunteer Position: Wayfinder

Responsibilities:

- Answer questions, provide directions and other general information with a welcoming and warm attitude
- Provide information and direction on site specific accessibility options (elevator/ramp/etc- information will be provided to the volunteer)
- Assist with putting up signs
- Run errands during the event like moving boxes, stocking brochures, delivering items to tables

Qualifications:

- Friendly and welcoming attitude
- Able and willing to answer visitors questions
- Able to complete physical work- lift boxes and chairs, walk up and down stairs, stand for long periods of time.
- Connect with staff when more information/input is required
- Represent the City of Coquitlam in a positive and professional manner
- **Knowledge of second language strongly desirable**

Shift Time

- 3:30 – 7:30 pm

Location

- [City Hall](#)- 3000 Guildford Way

Staff Contact

- Meg Super msuper@coquitlam.ca