



a place of mind

campus + community planning

The Community Development unit within Campus and Community Planning has been created to reflect the strategic priority placed by the University on making campus more vibrant by leveraging its public spaces, infrastructure, cultural and athletic assets and developing strong linkages and programs that support the creation of a vibrant and sustainable campus community.

We are currently recruiting volunteers to help us promote and execute our epic community dinner Centennial Harvest Feast, which is happening on September 24th.

This is an exciting opportunity to be a part of UBC's very important centennial celebration. We will be welcoming 1000 guests including staff, faculty, students, residents and alumni, and your role will be to ensure a warm and welcoming environment for our guests.

Your contribution will ensure that we get the word out about this event in a fun and engaging way through our "pop up table" booth which will appear at a number of campus and community events in August and September. Later on, you will help a large team with logistics before and on the day of the event. Through this role, you will be able to make worthwhile connections, and gain valuable experience in event promotion and planning.

Main duties include:

- Being a part of the volunteer committee and attending an orientation prior to the event (dates TBD)
- Participating in event preparation the week of Centennial Harvest Feast. Tasks may include running errands and creating decorations.
- Assisting in promotions and boosting sale of tickets through advertisement at our pop up booths, in person promotions, and online.
- Providing logistical support on the day of the event. Candidates must be available for most of the day on September 24th (outside of class if a student)
- Setting up and taking down the event site.
- Creating a hospitable environment at Centennial Harvest Feast and working in collaboration with staff and our partners to provide an exceptional experience for our guests.

Qualifications and Experience:

- Able to work independently and as part of a team.
- Responsible and able to honour commitments.
- Friendly, positive, and a sense of humour
- Able to think fast, and make decisions and/or follow directions in a fast paced environment.
- Knowledge of campus and various organizations and communities around campus is an asset.



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Lines of Communication:

Volunteers will be directly assisting Campus and Community Planning staff members. The staff volunteer coordinator will lead orientation or work meetings and direct volunteers on the day of the event. Volunteers may direct any questions or queries directly to the staff member identified.

Orientation and Training:

Volunteers will be provided an orientation and an opportunity to meet other members of the team.

Commitment required:

Volunteers are required to assist on September 24th and attend an orientation meeting. They will also be asked to sign up for 1-2 shifts for promotional pop up booths, in order to promote the events.

Appreciation:

We value our volunteers highly. Volunteers get to be a part of UBC's benchmark event – Centennial Harvest Feast – as part of UBC's centennial celebration. We will also provide references on request, and organize a volunteer appreciation event for all our helpers.

Contact:

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