

**"TIME SPENT ACTIVE IS NEVER WASTED!"**  
**JOIN US AT THE 5<sup>th</sup> ANNUAL TURNING LEAF GAMES**

***Opportunity: Event staff (various jobs available)***

**Job Summary:**

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Turning Leaf (Inc.) Community Support Service is designed to provide tailored, person-centered treatment and supports to adults who are living with an intellectual challenge, developmental disability and/or mental illness within the community. Reporting to the Volunteer Manager and related contacts, the volunteer event staff will be responsible for assisting participants and staff in navigating and partaking in the 5<sup>th</sup> annual Turning Leaf Games event! The successful candidates will be available the day of July 5, 2017 but will also be required to attend one planning meeting prior to July 5, 2017. *Various "prior to event day" volunteer opportunities could be available as well.*

**Duties and Responsibilities:**

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- The volunteer will partake in a short orientation with the Volunteer Manager prior to the date of the event\*  
*(\*Applicable to external applicants only.)*
- The volunteer is required to sign paperwork including (but not limited to) an adult abuse registry check (no charge), confidentiality, release forms and other required paperwork as it pertains to the position.\*  
*(\*Applicable to external applicants; may be applicable to internal applicants.)*
- The volunteer will attend one (1) planning meeting appx 1-2 weeks prior to the event.
- Assist staff and participants at the Turning Leaf Games in the following areas, as discussed and designated upon successful volunteer recruitment at the volunteer's orientation meeting:
  - \* Being an athlete group team lead
  - \* Parking lot observers
  - \* Onsite float
  - \* Prep prior to event day
  - \* Set up and take down
  - \* Food and drink team lead
  - \* Onsite runner
  - \* Other duties as identified/necessary
- To report any unusual occurrences to the Volunteer Manager and/or other appropriate contacts during work onsite.
- To adhere to the values and mission of Turning Leaf Community Support Services Incorporated as outlined in the Volunteer handbook (provided upon orientation).
- Record completed volunteer hours on a time sheet (hard copy) and/or online using Volgistics database technology (training provided) as per the Volunteer Manager's discretion.

**Qualities and Qualifications**

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- Have an interest in recreation and community networking;
- Be energetic, sociable and friendly;
- Start mid-June 2017 (for planning meeting(s)) and day of event July 5, 2017;
- Maintain communication with contacts and team(s) involved with, especially if the volunteer decides to end their work with the opportunity;
- Possess an understanding of the service that Turning Leaf (Inc.) provides and want to help in community;
- Believe in the agency vision and want to help the agency in its mission;
- Be 18 years or older

**How to Apply:** If you are interested in this volunteer opportunity\* with Turning Leaf Community Support Services, please apply on our website. Please quote **ad#101** in the 'Additional Information' section.

*\*Only those who qualify for an interview will be contacted.*