



1205 Pinetree Way, Coquitlam, BC

604-927-6550 | www.evergreenculturalcentre.ca

EVERGREEN
Cultural Centre

Evergreen Cultural Centre Volunteer Positions

The Evergreen Cultural Centre is a not-for-profit organization that relies on volunteer support, which is essential to our continued success. With your support, we can offer world-class exhibitions, performances and community-driven programs. As well as develop inspiring, imaginative educational programs for local and regional schools.

FRONT OF HOUSE VOLUNTEERS (FOH)

*Front of House volunteers start as **coat check** and **gallery greeters**, moving to **usher** positions after having a couple of months of experience. Volunteers with a background in the service industry and 19 years or older, can move to **concession/bar cash** positions. **Busser** and **merchandise** volunteers work occasionally and are selected from our active volunteer list. FOH volunteers work daytime shifts but most often work weekday evenings, and weekends.*

Usher Position volunteers have great customer service skills and play an important role as the first point of contact person during events. As an usher, you'll greet patrons, take tickets, hand-out brochures and assist with clean up after a performance. The primary role of an usher is to welcome patrons, guarantee they adhere to Studio Theatre etiquette and safety rules.

Coat Check Position volunteers are friendly and efficient. They greet patrons and ensure checked-in items are cared for. The primary role of the Coat Check volunteer is to manage and retrieve non-valuables while providing courteous and professional service.

Concession Position volunteers have Serving it Right certification and are 19 + years. They are efficient at serving beverages and pre-packaged foods before curtain call and busy intermission periods. Our concession volunteers usually work in pairs and have serving experience. Concession volunteers are selected from our active pool of volunteers.

Bar Cashier Position volunteers have Serving it Right certification and are 19 + years. They sell tickets redeemed for pre-packaged food items, in addition to alcoholic and non-alcoholic beverages. Bar Cashier volunteers are comfortable handling Canadian currency, calculating costs, not shy about asking for ID and work well under pressure. Bar Cashiers are selected from our active pool of volunteers.

Busser Position volunteers are scheduled during our annual Music on the Grill event in the summer. Bussers help clear dishes from tables and pour water with a smile and a friendly hello! You know how to connect with people and make them feel comfortable. This position suits you if have an outgoing personality, your fit and quick on your feet. There's lots of walking involved.

Merchandise Position volunteers work during musical performances at the Evergreen and sell CDs on behalf of the featured artist. You feel confident handling Canadian currency and making change. This position suits you if have an outgoing personality, easily connect with others, and have good sales sense.

Gallery Greeter Position volunteers work during performances in the Studio Theatre and are keen to share information about exhibitions in our gallery space. Gallery Greeters monitor gallery patrons, monitor gallery attendance and provide a pleasing visitor experience. If you're friendly, enjoy engaging with others, and have a positive, open attitude towards contemporary art, this is perfect for you.



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DAYTIME GALLERY VOLUNTEERS

Our volunteers are not shy about greeting visitors or sharing information. You don't need to have a formal visual arts background to be an ambassador, just an open attitude towards contemporary art and a keen interest in working with the public. Gallery volunteers don't mind working independently and look for opportunities to greet visitors and help. Volunteers are flexible and have a positive attitude. Volunteer shifts are during the day, between 12 pm and 5 pm and available from Wednesday to Sunday.

Gallery Ambassador Position volunteers are keen to share information about exhibitions and other programs at the Evergreen Cultural Centre. They monitor gallery activities and provide a pleasing visitor experience. Occasionally, you may be asked to help with tasks related to our school program and Family-Day drop-in activities. If you like working in a calm environment, you're friendly, enjoy engaging with others, and available to work between the hours of 12 pm and 5 pm, during the week and weekends, this position is for you.

AGE Youth Committee volunteers are students with a strong interest in developing leadership skills. The committee meets from September to May, for a minimum of 5 meetings and volunteer a minimum of one shift a month in the gallery, as an ambassador. The AGE Youth Committee is responsible for producing an event for youth, by youth, to engage the community during the Emerging Talent exhibit in January.

SCHOOL PROGRAM VOLUNTEERS

Volunteers work with our art educators to help facilitate workshops to elementary-aged youth. Our workshop assistant volunteers are comfortable working in a dynamic, visual arts environment and enjoy working with children. No art experience necessary, just a willingness to step in and enthusiasm to work in a creative environment. Shifts are booked during school hours (9 am to 3 pm), during the school year (September to June).

Workshop Assistant Position volunteers love working with children and are keen helpers. You are patient, outgoing, have great listening skills and work well in a team environment. Working in a team environment, you'll help with studio set-up, assist in group management, help facilitate hands-on activities and assist in clean-up. You're physically fit and have a keen interest in visual arts education.

ARTS CAMP VOLUNTEERS

***Arts Camp Counsellors** are energetic and eager to make a difference. You rock camp for our little campers and want to develop your leadership skills. You enjoy working with others, have great people skills and a positive attitude. You see yourself as a mentor to youth. Arts camp volunteers work in March, during spring break and during the summer, in July. Volunteers must be able to commit to one full week of camp, from Monday to Friday, with shifts running from 8:30 am to 4:30 pm.*

Arts Camp Counsellors rock it during spring and summer arts camp. You'll assist staff in break-time activities, guide campers through performance scenes and help facilitate hands-on art projects. Arts Camp Counsellors may also sign-up to volunteer for ½ days in our after-camp care. Full-time Arts Camp Counsellors can expect to accumulate 40 volunteer hours during one week of camp and must be able to commit to a training and orientation session, prior to camp.



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OUTREACH VOLUNTEERS

Outreach volunteers enjoy festivals and have an interest in working with the public. You're self-motivated, outgoing and looking for short-term volunteer opportunities. You're ok with working in a dynamic, busy environment, you're helpful towards others, flexible and possess a positive attitude. Outreach volunteers typically work 2 to 4-hour shifts, during a Saturday or Sunday. Volunteers participate in our Canada Day festivities, during Neighbourhood Nights and the Kaleidoscope Festival.

Activity Assistant volunteers work one-day events and offer a short-term volunteer opportunity. Activity volunteers help with set-up, take-down and hands-on visual arts activities. Occasionally, volunteers are recruited from our active volunteer list, but we also have room for new volunteers when we recruit in late spring.

Frequently Asked Questions

How long does it take to become a volunteer?

It can take as little as three weeks or as long as 6 months, from your first connection with the Volunteer Coordinator to your first shift. Some positions are more popular than others and depends on whether we're recruiting for the position you want.

How do I sign-up for shifts?

To become a volunteer and sign-up for shifts, you need to go through the screening process of an interview and Criminal Records Check. You will receive an orientation after you've been accepted into the volunteer program.

You may sign-up for your first shift after your orientation. Depending on the position, you may receive an orientation and start their first shift on the same day. Arts camp volunteers and festival volunteer's sign-up for a shift after they've been accepted into the volunteer program.

How do I know if what I want is available?

Connect with the volunteer coordinator via email or phone: 604-927-6561 | volunteer@EvergreenCulturalCentre.ca