



# Stroke Recovery Association of Manitoba

## Volunteer Event Assistant

### Position Description & Duties

SAM is looking for volunteers to assist with events. The volunteers in this position may be required to:

- Set up and take down event space
- Sell event, auction or raffle tickets
- Get guests settled into the space as needed (this may require assisting with outerwear or getting refreshments)
- Greet guests as they arrive
- Make phone call invitations to members
- Serve guests

### Qualifications/Required skills

- Patience
- A friendly personality
- An understanding of the challenges faced by stroke survivors
- Excellent communication skills
- Ability to think critically and to multi-task

### Time Commitment

SAM events are spread out over the course of the year. We would ask volunteers in this position to be available for at least 4 events a year. Depending on the event the day and time of event will vary.

### **Upcoming Events:**

*Valentine's Tea- Saturday February 13<sup>th</sup> 2016, 11AM-2PM*

*Rock of Dimes- Saturday March 5<sup>th</sup>, 2016*

*Annual General Meeting- Saturday April 9<sup>th</sup>, 2016*

### Other Requirements

- Criminal Record Check

### Accountability

You will report directly to the Administrator.

*Offering direct service programs to Stroke Survivors and their Families/Caregivers*

[www.strokerecovery.ca](http://www.strokerecovery.ca)

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