



Bruce Trail
CONSERVANCY
SYDENHAM CLUB

Volunteer Position Description

Events Coordinator

Take a lead role in planning and organizing social events in the Club, such as a New Member's Day, Bruce Trail Day, an Open House, a Trail Opening event, the Club's Annual General Meeting, etc.

Other volunteers will help this person as required.

Essential Duties and Responsibilities:

- Arrange a suitable venue for the Event, ensure proper booking of facilities.
- Coordinate with Fundraising and Public Relations volunteers as needed.
- Develop a suitable schedule for other volunteers to assist with set-up, logistics, clean-up, etc.
- Work with and coordinate other volunteers for preparing or picking up refreshments if needed on the day of the event