



JOB POSTING

Job Title: Event Volunteer

Company: VGH & UBC Hospital Foundation

Job length: 4-8 Hour shift

Commitment: 1 event day

Job Description

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at www.vghfoundation.ca.

The Events team is looking for responsible, friendly and outgoing volunteers to support with our annual TELUS *Night of a Thousand Stars* gala presented by Capital Direct. The level of complexity of each volunteer position varies, so we will ensure that you are positioned in a job that you are comfortable executing.

About the gala: The [TELUS Night of a Thousand Stars gala presented by Capital Direct](#) celebrates the passion and dedication of our highly skilled medical teams, and the incredible generosity and vision of the donors who support them.

This exciting evening of culinary delights, unique entertainment, and inspiring stories will support the Most Urgent Needs at VGH & UBC Hospital Foundation.

Date: November 10, 2018

Venue: Parq Vancouver, 39 Smithe Street, Vancouver

Duties and responsibilities may include (but are not limited to) the following:

- Set up and tear down of various activations, activities and decor
- Supporting ticket sales for various raffles
- Greeting and speak with guests in a friendly manner explaining various aspects of the evening
- Guide guests to assigned areas
- Supporting in event check in and registration process
- Supporting silent and live auction activities
- Aiding foundation staff in a variety of different tasks
- Providing support for coat check
- Assisting guests with directions throughout the venue



Qualifications

- Must be 19+
- Must be able to lift 25lbs.
- Must be fluent in English (Mandarin a bonus)
- Comfortable talking with guests in a professional manner
- Ability to count, add and subtract
- Ability to follow direction and work independently if needed
- Be able to transit/drive to and from event location
- High-school graduation plus some experience with fundraising and events an asset

Training for individuals positions will be given on the night of the event and the schedule and position descriptions will be shared in advance. Volunteers will be provided with a complimentary meal on the night of the gala if your schedule runs over dinner time.

If you are interested in applying for this position, please submit your resume and cover letter to Kate Bobroske kate.bobroske2@vch.ca by October 15, 2018. Due to a high volume of applicants we do not accept telephone inquiries. Please note that only applicants who will be requested to work will be contacted.