



## **Volunteer Position Description: SUITE AMBASSADOR**

The Kids Up Front Volunteer Program has been designed to help facilitate various opportunities that are available to Kids Up Front participants throughout the year. These opportunities range depending on the type of volunteer position you choose.

### **1. Volunteer Role**

Suite ambassadors are considered to be Level 2 volunteers. This means that all of the opportunities that are available to general volunteers are also available to suite ambassadors; this means Chuck a Puck selling, 50/50 fundraisers, and various other fundraising initiatives\*. In addition to all of these opportunities, suite ambassadors are able to host a suite at Rogers Place.

\*please refer to the General Volunteer position description for more information on those opportunities

### **2. Volunteer Benefits**

- Attending events at Rogers Place
- As a Suite Ambassador volunteer, you are able to bring a friend to accompany you to the suites, however, they must also complete the registration process; including the Vulnerable Sector check

### **3. Program Objective**

The objective of the Kids Up Front volunteer program is to have the manpower to provide more events to our community. In order to do that, we need your help!

### **4. Job Responsibilities**

Most responsibilities remain the same, but there will be some instances where responsibilities change depending on the event that you are working.

Responsibilities include:

- Taking on the role of a host! Bring your personality to the suite, be hospitable, speak to the chaperones, make all the participants feel welcome
- Bring back stories! Let us know how participants heard of us, how they got this opportunity, and how it has impacted them
- Your cellphone number will be provided to one or more of the chaperones attending the event, it is your responsibility to get in contact with them
- Take pictures of the event and the youth in attendance, with their permission of course

- Have the youth in attendance sign a thank you card that will be given to the donor of the suite
- It is not your job to babysit or take care of the youth in the suite, there are chaperones with them for that

Remember, you are representing Kids Up Front so it is important that you conduct yourself in a professional manner and be ready to answer any questions you may be asked as a representative.

## **5. Time Commitment**

Similarly to volunteer responsibilities, time commitment changes depending on which event you choose to volunteer at. Although there is no minimum time requirement, preference will be given to volunteers who donate their time to a wide range of opportunities. Suite ambassador volunteers will have opportunities that vary from 3 hours at a concert, to 4 hours at a hockey game.

## **6. Training**

Volunteers are required to attend an orientation session in person at the office, located at the Orange Hub (#153, The Orange Hub 10045 156 St NW). Volunteers are welcome to attend as many orientation sessions as they feel they need throughout their time as a volunteer.