

Job Description for Office Helper/Errand Runner

Participant group: Office staff, Board of Directors, Artistic Director (AD), Assistant Artistic Director (AAD), Faculty, Students

Goals: To help the office staff during the week of July 24 – 28, 2017

Activities and tasks: May include photo copying, computer work or running errands to various SM venues.

Outline of responsibilities: Responsible to office staff including the AD and AAD.

Time commitment expected: Choice of half day commitments e.g. 9:00-12:00a.m. Or 1:00 – 3:30 p.m.

Boundaries and limitations: Will not be expected to interact with parents

Skills, experience and qualifications required: Computer skills, Photo Copier familiarity, willingness to walk or drive to venues in Southampton

Personal traits and qualities needed: Positive attitude, willingness to take direction and possibly learn new skills

Support, supervision and evaluation provided: Photo copy instruction provided.

Working conditions (e.g. non-smoking environment): Mainly the hall of Southampton United Church

Benefits to the volunteer: Experience positive interaction with the office staff, Board of Directors, Faculty and students of Summer Music.