

Job Description of Office Helper SDSS

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

Goals: To help the office staff during camp week

Activities and tasks: Variable but not limited to:

- Photocopying
- Filing
- Running errands to various Summer Music venues
- Attendance taking
- Help with registration desk on Monday morning
- May include computer work

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:

- Personal information regarding participants is confidential.
- Will not be expected to interact with parents
- Volunteers are ambassadors and are expected to positively represent Summer Music.

Skills, experience and qualifications required:

- Proficiency using Microsoft Office is welcome but not essential
- Good communication skills

Personal traits and qualities needed:

- Personable and outgoing
- Positive attitude, willingness to take direction and possibly learn new skills
- Flexible

Support, supervision and evaluation provided:

- Photo copy instruction provided

Working conditions (e.g. non-smoking environment):

- Indoors at Saugeen District Secondary School
- Music class in progress in the background may be distracting

Benefits to the volunteer:

- Experience positive interaction with the office staff, Board of Directors, Faculty students and volunteers of Summer Music.
- See the behind the scenes workings of the best music camp in Ontario!
- If you are still in high school, you will earn towards your hours of community service for graduation.
- Summer Music would be happy to provide a letter of recommendation upon successful completion of the week.