



Volunteer Opportunity

Event Assistant

As an Event Assistant, you will assist the Event Lead in preparing and hosting TTLT events. Events may include nature reserve celebrations, TTLT's Annual General Meeting, fundraisers and much more. You will have the opportunity to support the Event Lead and communicate with participants and sponsors through email and in-person interactions. Our events are meant to be a fun way of engaging the public to create a connection with nature and nature protection.

Responsibilities

As an Event Assistant, you will have the opportunity to participate in a range of tasks, including:

- Assisting with event set-up/cleanup, logistics, and other tasks such as attendee sign-in, shepherding groups, distributing snacks, etc.
- Providing in-person and webinar event support (e.g. chat box, technical difficulties, question period, etc.)
- Supporting the Event Lead in preparing and hosting events
- Reporting to the Event Lead

Time Commitment

This is a casual position. Volunteers can choose the events they wish to help out at. The frequency and scheduling of events varies seasonally and year to year.

Training

No training is required, but we encourage you to attend a volunteer orientation event (posted at www.thamestalbotlandtrust.ca/events_calendar).

Skills and Experience

No prior experience is needed, but the following may be helpful:

- Strong written and oral communication skills for communicating with the Event Lead, businesses, participants, and partners
- Interest in nature or conservation efforts in southwestern Ontario

Other Requirements

Most of our nature reserves and some other event locations are remote and not accessible by public transport. Access to your own transportation would be an asset. If you do not have access to transportation, please still get in touch. We may be able to facilitate carpooling or other transportation options.

To Apply

Please fill out the volunteer application form and indicate "Event and ambassador volunteering" as an area of interest.