

Position Title: Coat Check Volunteers
Event: Music for Life

Location: Ada Slaight Hall – Daniels Spectrum, 585 Dundas St E
Reports to: Coat Check Team Lead: Lily Szeto

POSITION SUMMARY: Coat Check volunteers welcome guests, checking and retrieving coats and other personal items before and after the Music School's major fundraiser, *Music for Life*. Volunteers also answer questions and provide directions to the event hall, bar, and restrooms as necessary.

OF AVAILABLE POSITIONS: 4

QUALIFICATIONS:

- Excellent communication, interpersonal, and organizational skills
- Fluency in verbal English; other languages an asset
- Ability to stand for long periods, to carry and hang up coats, and store parcel on overhead racks
- Ability to work independently with minimal supervision and as part of a team
- Must be a minimum of 17 years of age or older

REQUIREMENTS

- Complete a volunteer application form

MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Welcome each guest and confirm the number of items they wish to check
- Issue coat check ticket(s) for items received
- Ensure that coats are hung up properly and in order for ease of retrieval
 - Guests expected to arrive between 6pm – 7:30pm; departure up to and including 10:30pm
- Cover other volunteer stations as necessary
- Assist Team Lead as directed

EVENT DETAILS

- Wednesday December 6, 2017
 - First Shift: 4:45pm – 7:30pm
 - Second Shift: 6:00pm – 9:00pm
 - Third Shift: 9:00pm – 10:30pm
- Dress code: Dressy (blouse, slacks, dress, skirt, dress shirt) and comfortable shoes: no jeans or casual clothes

BENEFITS

Return transportation provided by taxi cab for students of Dixon Hall Music School.
TTC Tokens provided for all other volunteers

For more information, and to apply, please contact:

Heather Johnson
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