



**Doon Pioneer Park  
Community Association**

Volunteers helping to make our community a better place to live.

## **BOARD OF DIRECTORS**

(Elected)

c/o Doon Pioneer Park Community Centre, 150 Pioneer Drive, Kitchener, Ontario N2P 2C2 (519) 741-2641

# **POSITION: Special Events Co-ordinator**

### GOAL OF THE POSITION:

To coordinate special events for the Doon Pioneer Park Community Association

### RESPONSIBILITIES:

1. Provide leadership and assistance in planning DPPCA special events
2. Participate in formulation of special event budgets and fee schedules that are compatible with the DPPCA financial objectives
3. Evaluate the overall quality of the DPPCA special events
4. Temporarily fill in for an event coordinator in the event of illness, or vacant position
5. Plan and coordinate social or fund raising events for the DPPCA, i.e. Dances, Halloween, Easter and Christmas parties
6. Write annual report for Annual General Meeting in April
7. Through good communication, provide leadership and assistance to Coordinators of the Volleyball Classic, Arts & Crafts Show and Christmas Miracle as well as to general volunteers
8. Help prepare Special Events submissions to Leisure, DPPCA Newsletter and Website  
Contribute as necessary to the DPPCA Newsletter and Website
9. Edit final draft of the DPPCA newsletter

### QUALIFICATIONS:

1. Experience in customer service an asset
2. Good organizational and communication skills
3. Experience in administration procedures an asset
4. Coordinating skills for event planning an asset

### TRAINING:

Training and orientation will be provided by the Volunteer Coordinator after screening acceptance for the position.

### SCREENING REQUIREMENTS:

1. Completed Application form
2. Three (3) references checked and verified by the Volunteer Coordinator
3. Police Record Check required

### ESTIMATED TIME REQUIRED:

1. Three hours per month to attend monthly board meetings
2. Four hours per session to attend and supervise special events meetings
3. Up to twenty hours per event to plan and coordinate

### BENEFITS:

1. Program coupons (\$110/session, max - \$330/year)
2. Babysitting reimbursement
3. Excellent job training skills in organizing, supervising and teamwork
4. An excellent way to meet the people in the community
5. Opportunities to attend workshops, meetings and relevant courses pertaining to the position
6. Computer training if requested and approved by the Board of Directors

### SUPERVISOR:

DPPCA Executive

### SUPERVISES:

1. Christmas Miracle Co-ordinator
2. Christmas Party Co-ordinator
3. Easter Party Co-ordinator
4. Volleyball Classic Co-ordinator
5. Special Event volunteers

### FOR FURTHER INFORMATION:

Call Doon Pioneer Park Community Centre  
519-741-2641

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