



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
www.haltonhills.ca

## Recreation & Parks Volunteer Position Description

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**POSITION TITLE:** Active Easy Ambassador

**PROGRAM:** Active Easy Initiative (Recreation & Parks Active Living Strategy)

**POSITION PURPOSE:** The Active Easy Ambassador supports the assigned duties including volunteering at Active Easy events, and/or volunteering for “Caught Being Active” campaign.

**REPORTING TO:** Active Living Coordinator

**TIME COMMITMENT:** Commitment will vary; evenings and weekends; a minimum of 20 hours is expected.

**JOB DURATION:** 1 year

**LOCATION:** Various events and locations across Halton Hills.

**POSITION DUTIES/RESPONSIBILITIES:**

- Read volunteer orientation manual and attend mandatory training / orientation sessions as required.
- Arrive on time to all scheduled shifts.
- Follow all Town of Halton Hills policies, procedures and emergency protocols.
- Be a positive, active, healthy role model to others.
- Act in a professional manner.
- Record volunteer hours and complete an evaluation at the end of each session
- Dress according to the Dress Code and wear required uniform each day
- Provide high quality customer service to the public.
- SPECIAL EVENTS:
  - Assist with set-up and clean-up of event.
  - Assist in delivering specific activities.
  - Assist with post-event reporting.
- CAUGHT BEING ACTIVE campaign:
  - Visit local parks, trails, open spaces as assigned, preferably on a bicycle.
  - “Catch” individuals/families being active; reward with promotional swag.
  - Have a photo release signed and take a photograph.
- Submit reports as required to Active Living Coordinator
- Other tasks as assigned

**QUALIFICATIONS & SKILLS:**

- Completion of mandatory training
- Age 18 years or older
- Good observational skills
- Basic communication skills, writing and speech
- Able to perform work safely in an unsupervised environment. Safe work must be a priority at all times for this position

**BOUNDARIES/LIMITATIONS:**

- Volunteers are not covered by the WSIB and are not eligible for compensation related to injuries incurred while volunteering.
- Volunteer will adhere to Town of Halton Hills Parks by-law at all times.
- Volunteer is not responsible for enforcing park rules, regulations or by-laws.

**VOLUNTEER BENEFITS:**

- Volunteer will receive a reference letter confirming their participation in the program.
- Volunteer gains experience with the community.
- Meet new people, develop new relationships and engage with the community to make a positive difference for all.

**ORIENTATION/TRAINING:**

- Must complete mandatory training prior to starting as a volunteer. The volunteer will independently review the Active Easy Ambassador training package.
- If volunteer wishes to change their placement, additional training and screening may be required as they transition to a position of higher risk.

**SUPERVISION & SUPPORT:**

The volunteer is directly responsible to the Active Living Coordinator, to whom they will report any issues. The volunteer does not always receive direct supervision while volunteering. If issues emerge, the Active Living Coordinator will follow up with the volunteer and, if necessary, provide retraining. If issues persist after retraining, the volunteer's participation in the program will be terminated.

**VOLUNTEER EVALUATION:**

Evaluation will be provided in situations where the Active Living Coordinator is present.

**RISK LEVEL:**

Medium risk level – volunteer performs unsupervised work.

**SCREENING:**

- Application Form
- Interview

- Signed Agreement Form
- Orientation & training

Date Developed: Draft developed March 13, 2017  
Revision Date