



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

Recreation & Parks Volunteer Position Description

POSITION TITLE: Open Streets Volunteer

PROGRAM: Open Streets – part of the Active Easy Initiative (Recreation & Parks Active Living Strategy)

POSITION PURPOSE: The Open Streets volunteer assists with the set-up, delivery, and clean up at Open Streets events.

REPORTING TO: Active Living Coordinator

TIME COMMITMENT: Open Streets events are offered on Saturdays, Sundays, and evenings.

JOB DURATION: June to September (2 to 3 events; 3-6 hours)

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.
- OPEN STREETS:
 - Assist with set-up and clean-up of event.
 - Assist in delivering specific activities.
 - Assist with post-event clean-up.
- Other tasks as assigned

QUALIFICATIONS & SKILLS:

- Completion of mandatory training
- Age 14 years or older
- Good observational skills
- Basic communication skills, writing and speech

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 Open Streets Volunteer 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. 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 by the Active Living Coordinator or designate.

RISK LEVEL:

Low risk level – volunteer performs work under the supervision of the Active Living Coordinator or designate.

SCREENING:

- Application Form
- Interview
- Signed Agreement Form
- Orientation & training

Date Developed: November 21, 2018

Revision Date