



CALL FOR VOLUNTEERS- LANGLEY GLOBAL FEST

For the first time ever, the Langley Local Immigration Partnership ([Langley LIP](#)) is organizing the [Langley Global Fest](#). This event will bring to community together in celebration of the variety of cultures that make-up Langley. We're in need of volunteers like you to ensure that visitors have a memorable and positive experience.

Location of Assignment: **Kwantlen Polytechnic University (KPU) – Langley**
20901 Langley Bypass, Langley, BC V3A 8G9

Duration: **Saturday, July 22, 2023** Volunteer shifts are from 9:30 AM to 7:00 PM

Delivery: **In-Person**

Role	Description	Shifts	Required
Event Set-up/Tear Down	<ul style="list-style-type: none"> Responsible for setting up and taking down booth and all tables, chairs, tents, signs, etc. for the event. Ensures that tables and chairs are arranged according to set-up requirements Volunteers should be physically fit and able to put things together if required to get the booth set for the event Ensures that all LIP/Global Fest materials, marketing paraphernalia and equipment are loaded into the staff car after the event 	9:30 AM- 2:30 PM	10
		and 2 - 7 PM	10
Interpreters	<ul style="list-style-type: none"> Supports festival goers with way-finding and orientation Must speak another language (all languages are welcome) and conversant in English 	10:30 AM – 2:30 PM and 2 - 6 pm	3 3
Photographer	<ul style="list-style-type: none"> Responsible for capturing memorable moments and highlights of the event (Volunteer for this role must have their own camera to use) 	9:30 AM- 2:30 PM and 2 - 7 PM	1 1
Face Painters	<ul style="list-style-type: none"> Responsible for unpacking and repacking face paint materials Helps in setting-up the table and chairs for face-painting Draws and paints variety of images onto children's faces Fulfills safety and hygienic requirements to ensure children's health Ensure that services are provided in order of arrival (first come, first served basis) 	9:30 AM- 2:30 PM	3
		and 2 - 7 PM	3



Children's Activity Crew	<ul style="list-style-type: none"> Helps the Volunteer Program coordinator run the activity Assists children in participation Records and monitors volunteer shifts Responds to volunteer needs and inquiries Coordinates concerns with Volunteer Programs Coordinator Helps manage line-ups and traffic flow in our activity tent Provides booth visitors access to Langley Global Fest information 	9:30 AM- 2:30 PM and 2 - 7 PM	2 2
Floater	<ul style="list-style-type: none"> Maintains the ability to perform event activities as needed. Floater will be assigned and fill volunteer roles when needed Serves as a substitute for a volunteer who is taking a break An ideal floater must have comprehensive knowledge of event operations and activities 	9:30 AM- 2:30 PM and 2 - 7 PM	2 2
Parking Attendants	<ul style="list-style-type: none"> Leading the general public into the designated parking plan and provide clear directions to motorists as per traffic plan At all times being mindful of their own and the other parking volunteers' personal safety whilst interacting with vehicles. 	9:30 AM- 2:30 PM and 2 - 7 PM	2 2
Registration/ Customer Service	<ul style="list-style-type: none"> Assist event partners, vendors and sponsors in registering and checking in for the event Handing out event information and answering general questions at the registration desk. 	9:30 AM- 2:30 PM and 2 - 7 PM	2 2
Henna/Mehndi artist	<ul style="list-style-type: none"> Draw various patterns onto hands of event attendees 	10:30 AM – 2:30 PM and 2 - 6 pm	3 3
Chinese Calligrapher	<ul style="list-style-type: none"> Volunteer for this role must have their own ink brush, ink, paper, and inkstone to use 	10:30 AM – 2:30 PM and 2 - 6 pm	2 2

Other requirements :

- Volunteers from 14 to 17 years old require parental consent
- Completion of volunteer orientation

Boundaries and Expectations :

- Always respect confidentiality



- Maintains professional conduct
- Practices fairness and empathy
- Exercises Role Boundaries

Risk Assessment, Support, and Supervision :

This volunteer position is medium risk. Volunteers at this position will require supervision at regular intervals. Support is always available whenever necessary.

Orientation :

Volunteers are required to complete the training on: [Monday, July 17, 2023; 4:30 to 6:30 PM](#)

Benefits :

Volunteers will have the opportunity to:

- Learn more about the Langley Community
- Network with other service providers
- Request for Volunteer Confirmation Letter
- Increase cultural competency and learn different perspectives in the lens of newcomer immigrants
- Add Canadian experience to resume (or close the gap)

Time Frame / Level of Commitment :

- Volunteers for this position must be available on the event day
- Potential volunteers must be available for a minimum of 4 hours
- Period of volunteering – short-term (one-off)

Application Process and Screening Measures :

- Attend information session
- Complete Criminal Records Check for those volunteering in Children's and Seniors' Pavilions
- Fill out the online application form
- Attend orientation and training
- Once we have received your information and have reviewed it for appropriate qualifications, we will be in touch with you to inform you of your status. The volunteer screening and training process may take several weeks.
- Volunteer applicants must be eligible to do volunteer work in Canada.

Frequency of the recruitment for the position :

Volunteer positions listed above are one-day positions and will be open until filled.

For questions and clarifications, please email langleylip@lcss.ca.

REGISTER: Complete the form by July 13, 2023.

Go to <https://tinyurl.com/VolunteerGlobalFest> or scan the QR Code

