

# CENTREVILLE-CHICOPEE COMMUNITY ASSOCIATION (CCCA)



## **CURRENT AVAILABLE VOLUNTEER POSITIONS**

### *Board Membership:*

We are looking for volunteers to join the Executives of the Association. The volunteer should have good leadership skills and willingness to help on various committees

### *Publicity Officer*

Participation in programs offered by the Centerville Chicopee Community Association (CCCA) has declined in the past few seasons. The CCCA is therefore looking for enthusiastic volunteer who will work on promoting the image and programs at the Center. The responsible person will ensure that programs being organized by the Centerville Community Center are well publicized in the community to ensure very good participation from the community.

### *Program Instructor*

Do you have very exciting program(s) ideas that you believe children, adults or seniors in this community would love to participate? Do you have some very exciting skills that you can teach children, adults and seniors in this community? Why don't you join us here at the Centerville Chicopee Community Centre? We are always looking for program instructors like you. The responsible person should be capable of instructing children (3-12 years), adults or seniors in the community.

### *Summer Event Coordinator*

The Centerville Chicopee Community Association (CCCA) is planning their second annual event this summer in order to bring community members together and to promote other programs offer at the Centre. We are looking for an enthusiastic volunteer Event Coordinator to manage this summer event. The responsible person will work very closely with the program director of the CCCA to ensure the success of this summer event.

The event coordinator will

- Assist with the coordination of the summer event
- Manage the administration and logistics with the support of the program coordinator at the CCCA

- Assist with negotiations for dates, arrange food and beverage, order supplies and audio-visual equipment
- Gather information on the event to achieve quality event production and future events
- Find resources to help CCCA board members make decisions about event possibilities.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean-up for events as necessary.
- Assist with preparing budgets and provide periodic progress reports
- Keep track of event finances including check requests, invoicing, and reporting.

The event coordinator should have love for special event management, be an enthusiastic person, and be able to build relationships with people

**If you are interested in any of the positions above, please complete a volunteer application form and drop it at the Centre, or contact us at 519-741-2490 or [info@cccakitchener.ca](mailto:info@cccakitchener.ca)**