



Steering Committee Meeting Officer Greeter

Type of Opportunity: General		
Volunteer Category:		
<input checked="" type="checkbox"/> FBCYICN Member (14-24)	<input checked="" type="checkbox"/> Youth in/from Care (14-24)	<input type="checkbox"/> Youth in Care Ally (14-18)
<input checked="" type="checkbox"/> FBCYICN Alumni (25+)	<input type="checkbox"/> Former Youth in Care (25+)	<input type="checkbox"/> Youth in Care Ally (19+)
Location: <input type="checkbox"/> Lower Mainland Only <input checked="" type="checkbox"/> Provincial-wide		
Description: We are looking for friendly and energetic members to greet SCM participants as they arrive at the office on Friday and help us get organized and ready! As an SCM Office Greeter, you are the lead in making sure new participants feel comfortable and welcomed at the start of their SCM experience! Other responsibilities include organizing SCM supplies and doing a role call of the participants on both Friday and Sunday of the SCM. You must be registered and approved to attend a Steering Committee Meeting in order to do this volunteer opportunity.		
Start Date: Friday, October 29 th , 2010 End Date: Sunday, October 31 st , 2010		
Time Commitment: 1:00pm–4:00pm on Friday (Oct 29 th) and 1:30pm- 4:00pm on Sunday (Oct 31 st)		
Supervising Staff: Colleen Danes		
Interested? Contact: Who: Jessica Chu, Youth Participation Coordinator E-mail: youthparticipation@fbcyicn.ca Phone: 604-527-7762 (ext 104) or Toll Free: 1-800-565-8055 (ext 104)		
Deadline: Friday, October 15 th at 4:30pm		

Key Responsibilities:

Friday:

- Greeting SCM participants when they arrive at the office, asking them to sign in and directing them on where to put their luggage for the weekend
- Introducing new members/ youth to staff, other members present at the office and giving them a tour of the FBCYICN office
- Checking in with participants and making sure they are included and feeling comfortable
- Organizing SCM supplies to be packed in mini-van and organizing the packing process of vans
- When bus arrives, gathering participants, organizing, loading the bus and getting all participants and luggage on for departure
- Role call of the participants once bus is loaded and then updating staff
- Role model / leader of bus ride, informing staff of any problems / issues that have come up
- Organizing the unloading of the bus once it has arrived at the camp

Sunday:

- Organizing and packing up supplies at the end of the SCM
- Loading vans with supplies to be brought back to the office
- Cleaning up camp before departing
- When bus arrives, gathering all participants, organizing the loading of the bus and getting all participants and luggage on for departure
- Role call of the participants once bus is loaded and updating staff

- Role model / leader of bus ride, informing staff of any problems / issues that have come up
- Organizing the unloading of the bus once it has arrived back at the FBCYICN office

Skills/Knowledge we're looking for:

- Accountable
- Responsible
- Effective and clear communication
- Being a leader
- FBCYICN Knowledge and knowledge of SCM's

Training provided and required:

- FBCYICN Orientation

What you'll get:

- 5.5 hours towards Honouriam
- More knowledge of the SCM planning / procedure