



EDEN MILLS WRITERS' FESTIVAL

21 Chapel Street
Eden Mills, ON.
N0B 2P0

Position Title: Information Booth Attendant

Overview: An *Information Booth Attendant* provides important information and directions to all festival patrons during the day of the festival.

Location: Eden Mills, Ontario

Roles and Responsibilities

Overview of the tasks for the position of an Information Booth Attendant

- Familiarize yourself with the festival schedule and main locations/gates on the festival map
- Handout festival material as needed
- Answer patron questions and give directions as requested

Time Commitment: 2 to 3 hour commitment during the day of the festival

Position Commitment: If accepted as a volunteer, you are required to show up on time for your shift on the day of the festival and complete all required tasks to the best of your ability.

Qualifications

- Previous experience working in a front line/customer service position
- Excellent and clear communication skills
- Ability to think on your feet and answer odd questions

Benefits of an Information Booth Attendant

- Enjoy the Eden Mills Writers' Festival for free after your volunteer shift
- Receive personal satisfaction knowing that you contributed to the success of the festival

Training and Orientation: To carefully read over all pre-festival email instructions sent by the Volunteer Coordinator

Responsible to: Jeff Zeffer, Volunteer Coordinator of the Eden Mills Writers' Festival

To submit your volunteer application, please email volunteers@emwf.ca