

Creative Works Studio, Special Events Volunteer Role Description

Supervisor:	Isabel Fryszberg
Days:	Various
Shifts:	Various
Purpose:	To assist with event-related tasks for Creative Works Studio.

Creative Works Studio has a number of special events throughout the year, including art exhibits at our space; participation in local art shows; and fundraising events. The *Special Events* volunteer may assist with a variety of tasks related to these events, such as:

During event:

- Greet and direct guests during Studio events
- Staff art show booths
- Assist with set up and clean up during the event
- Sell gift items and receive donations

Event Preparation:

- Assist with promotion eg. mass mailings, handing out flyers
- Source event supplies
- Other administrative tasks related to event coordination

Training and Orientation

In most cases, *Special Events* volunteers will have tasks that require them to work alongside our clients and so will require volunteer training from St. Michael's Hospital with:

- General volunteer orientation (including St. Michael's Hospital infection control and confidentiality)
- "Understanding Mental Illness" Workshop

All *Special Events* volunteers will receive orientation specific to the Creative Works Studio environment:

- Review of Creative Works Studio volunteer manual
- Orientation to placement role by staff member

Confidentiality and Professional Boundaries

Creative Works Studio requires that strict confidentiality be maintained with respect to all member and Studio information obtained by volunteers. Volunteers are expected to conduct themselves within the scope of the volunteer role in a professional and appropriate manner. Maintenance of professional boundaries is critical. Volunteers will follow Studio's guideline on self-disclosure, conflict of interest (i.e. gift giving), and member contacts beyond professional relationships.