

## **Committee: Hospitality**

**Reports to: Event Manager**

**Job Description: Hospitality Coordinator (1 person)**

To provide support and direction to a small group of hospitality volunteers

### **Roles and Responsibilities:**

- Ensure the shuttle drivers have their schedule and stay on top of it
- Deal with any issues within the hospitality team, but keep the event manager aware
- Organize in advance a spread-sheet for pickups for food with location and phone numbers
- Be sure the hospitality room is cleaned regularly after each meal
- Take and follow-up on letters to restaurants and stores for meals and gift cards to purchase
- Answer questions politely as they occur

### **Skills Required:**

- Communicate effectively in English, both written and spoken
- Another language is an asset- please indicate on your application
- Flexible, honest, resilient, tenacious and able to multi-task
- Hardwired with “do whatever it takes” and leadership by example mindset
- Conscientious in work, communications and relationships
- Dependable, mature, responsible and can work alone and oversee a small team
- Smart Serve certification
- First Aid and CPR is an asset
- Maintain a professional, neat and well-groomed appearance, adhering to CIDC volunteer shirt
- Understand and complies with the Canada International Dance Convention volunteer regulations and code of ethics

### **Commitment:**

- June – September: 1 hour per week
- September – October 15: 2-5 hours, depending on number of volunteers
- On-site management Friday – Sunday, less hours after the dinner time meal time (9-9)