



2013 Robson Square Summer Dance Series

Volunteer with us!

Who: Robson Square Summer Dance Series, hosted by Dancesport BC

What: A free dance event open to everyone. Includes free ballroom dance lessons, social dancing, and dance performances by some of the best dancers in BC!

When: Every Friday night 7:30-11:30pm, from June 28 – August 30, 2013

Where: Robson Square (GE Plaza) just behind the Art Gallery (At Robson and Howe below Street level)

See next page for description of various volunteer opportunities! Email volunteer.robson@hotmail.ca for more information.

Volunteer Job Description

Set Up – Volunteers are needed to help move supplies out from a nearby storage room and to set up equipment needed for the event. This includes posting signs, putting up tents, displaying programmes and concession food/drinks, and setting up music equipment.

Take Down – The opposite of Set Up. Volunteers will take down and pack all equipment and help move all supplies back into the nearby storage room.

Bag Check / Information – Volunteers will help maintain the bag check/information booth. This includes handling money collected for the bag check, organizing items that visitors leave with us, and returning the bags to visitors when they leave. Volunteers are also expected to provide information to visitors, hand out event programmes, and direct visitors to the money manager or floor manager should problems arise.

Concession – Volunteers will run the concession booth which sells drinks and snacks. This involves collecting money and providing change for visitors, as well as keeping track of items sold. The volunteer at the concession stand is also responsible for providing water for other volunteers.

Usher / Donation Collector – Volunteers will direct visitors to help clear the dance floor at the start of the dance demonstrations at 9pm and 10pm. Volunteers will also collect donations from visitors during the break between each of the demonstrations.

First Aider / Floater – Volunteer provide first aid and/or connect with medical personnel (e.g. paramedics) when visitors require medical attention. During times when no medical assistance is required, the volunteer is expected to report any suspicious activities (e.g. theft, vandalism) on the event grounds and resolve any conflicts that arise amongst visitors. Those with a valid First Aid or CPR certificate are preferred.

Money Manager – The money manager supervises the bag check and concession stand. He/she is also responsible for collecting and calculating the amount of money obtained from bag check, concession, and donations and to keep a clear record of all profits made. The money manager will be expected to pass the cash box to the floor manager at the end of each event night. Those with previous volunteer experience with DancesportBC or Robson Square Summer Dance Series are preferred.