



VOLUNTEER DESCRIPTION

Position Title	Event Clean Up Crew	Team	Volunteer Committee
Reports to	Volunteer Coordinator	Responsible for	Dismantle/ remove decorations at the event
Volunteer duration & time	Refer to Sign-Up Genius		

POSITION SUMMARY

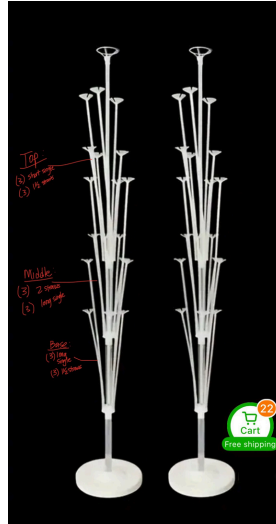
The **Event Clean Up Crew** volunteer may work alongside other tear down volunteers to remove and dismantle the decorations at an event and dispose of garbage.

TASKS

	It is the volunteer's responsibility to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form.
	Balloons to be firstly offered to children before popping the remainder and disposing. DO NOT give the stems as these are part of the stemmed balloon stands that are re-useable. Be especially careful with balloons that have confetti by placing them in a garbage bag before popping.
	Remove and carefully store lights back in the storage bins if applicable. If rink lights require removal, only those who are comfortable on the ice shall perform this activity (grips will be provided to wrap on volunteers running shoes).
	Place all reusable decoration (including fabric table cloths, garlands, decorative accessories) in the storage bins. Larger items can be placed aside and confirm with Volunteer Coordinator.
	Clean up (pickup garbage) the entire arena including rink area, change rooms, viewing area, front entrance to arena, skate tie up area, etc. Dispose refuse in garbage bags or garbage cans. Collect as much garbage from the floor area as possible. Leave garbage bags in a pile beside the garbage cans if they do not fit in garbage can.

Specialty arches and stands used for creating balloon decorations shall be retained for future use. DO NOT DISPOSE OF SPECIALTY STEMMED BALLOON STANDS (image below). If in doubt, ask the Volunteer Coordinator.

Remove any decorative elements that were installed by the decorating crew, including posters taped to walls, banners, hanging streamers, etc.



EQUIPMENT REQUIREMENTS

- Volunteer badges supplied by Volunteer Committee at event
- Garbage bags supplied by Volunteer Committee or Ladner Leisure Center
- Bring your own scissors to pop balloons