



## Volunteer Positions & Descriptions

### (Supervisors)

#### Bag Stuffers' Supervisor

**Duties:**

- Oversees volunteers at Bag Stuffing area.
- Verify that "bag insert" promotional items on master list are received.
- Responsible for stuffing all products/coupons into the promotion bag
- Sort products arriving for bag stuffing
- Get area ready for next shift to actually start stuffing the bags

**Requirements:** Mature, strong personality, good command of English language, confident, friendly manner and good organization skills. Must be able to lift boxes.

#### Living Well Seminar Supervisor

**Duties:**

- Oversees Seminar Room Assistants.
- Ensure seminars run on schedule.
- Advise speaker when they are close (5 minutes) to the end of their allotted time.
- Ensure appropriate signage has been displayed before each seminar.
- Keep a master list of speaker, topic, promotional materials to be distributed in each seminar room, audio/visual requirements, book signing.

**Requirements:** Mature, strong personality, good command of English, confident and friendly manner, assertive and courteous, confident to speak in front of crowds. (Experience in public speaking and/or theatre arts is an asset.)



THE  
WELLNESS  
SHOW

## Volunteer Positions & Descriptions

### (Supervisors)

#### **Women & Wellness Seminar Supervisor**

**Duties:**

- Oversees Seminar Room Assistants.
- Ensure seminars run on schedule.
- Advise speaker when they are close (5 minutes) to the end of their allotted time.
- Ensure appropriate signage has been displayed before each seminar.
- Keep a master list of speaker, topic, promotional materials to be distributed in each seminar room, audio/visual requirements, book signing.

**Requirements:** Mature, strong personality, good command of English, confident and friendly manner, assertive and courteous, confident to speak in front of crowds. (Experience in public speaking and/or theatre arts is an asset.)

#### **Fitness Stage Supervisor**

**Duties:**

- Sets up area for fitness demos.
- Oversees Demonstration Stage Assistants.
- Ensure demonstrations run on schedule.
- Advise speaker when they are close (5 minutes) to the end of their allotted time.
- Keep a master list of speaker, topic, audio/visual requirements, book signing.

**Requirements:** Mature, strong personality, good command of English, confident and friendly manner, assertive and courteous, confident to speak in front of crowds. Physically able to move / lift chairs and tables. (Experience in public speaking and/or theatre arts is an asset.)



THE  
WELLNESS  
SHOW

## Volunteer Positions & Descriptions (Supervisors)

### Healthy Families Workshop Area Supervisor

**Duties:**

- Introduce speakers at workshops
- Oversees Workshop Stage and Activity Zone Assistants.
- Ensure workshops run on schedule.
- Advise speaker when they are close (5 minutes) to the end of their allotted time.
- Keep a master list of speaker, topic, audio/visual requirements, book signing.

**Requirements:** Mature, strong personality, good command of English, confident and friendly manner, assertive and courteous, confident to speak in front of crowds. (Experience in public speaking and/or theatre arts is an asset.)

### Show Office Supervisor

**Duties:**

- Oversees Show Office Assistants & Marketing Surveyors.
- Answer phone.
- Ability to answer basic questions regarding show.

**Requirements:** Mature, strong personality, good command of English, confident and friendly manner.