



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.)



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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.)

Zen 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.)



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.