

POSITION DESCRIPTION

<u>JOB TITLE:</u> Theatre Staff – Student Volunteer	<u>REVISION DATE:</u> March 2026
<u>REPORTS TO:</u> Administrative Assistant	<u>STATUS:</u> Part-time seasonal
<u>DEPARTMENT:</u> General Gov't/Recreation	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

The Student Volunteer Theatre Assistant supports the daily operations of the theatre while gaining experience in customer service, teamwork, and event operations. This position is designed for students completing community service hours.

RESPONSIBILITIES AND DUTIES:

- I. Towne Theatre:
 - Assist with greeting patrons and directing guests
 - Support concession setup and basic service
 - Help maintain cleanliness of lobby and theatre spaces
 - Assist staff with general tasks during events
 - Follow all theatre rules and staff direction

- II. Performing other associated duties, as directed.

The position will work 10-20 hours a week with evenings, weekends and summer holidays included.

POSITION SPECIFICATIONS:

Eligibility

Entering high school (Grade 9) or currently enrolled in high school
Eligible for community service hour sign-off

Experience

N/A

Abilities/skills

Friendly and positive attitude, willingness to learn, ability to work in a team environment.

Judgement

Problems faced on the job tend to be somewhat routine with infrequent new problem situations. Decisions are made from a number of known alternatives, guides or precedents. Unusual problems are usually referred to someone else. Some choice of independent action or judgement.

Contact

Contacts primarily require the ability to identify and respond to basic needs or requests. Contacts may be both inside and outside the organization. Tact and diplomacy may be required to deal with minor conflicts/complaints. Generally the incumbent can refer or confer on a difficult or challenging situation.

Mental Effort

Tasks are generally detailed oriented, routine with little interruptions.

Physical Effort

The position requires sitting for moderate time periods Vision often focuses between reading and data entry. Lifting 30 lbs maximum is seldom required.

Policies and Personnel

Provides functional or technical guidance and/or training or instruction to junior staff.

Material Resources

Work may minimally affect the safety, well-being or interests of user groups. May provide support services to the program or service, or to individuals who directly provide a program or service. Direct involvement is incidental to the functions of the job.

Finances

Infrequently position is involved in minor financial matters, typically on a relief basis.

Working Conditions and Hazards

Typical conditions are such that a minor risk of injury, harm or illness to the incumbent could occur.

Notes

Volunteer hours will be tracked and signed off

This is a learning-focused position with no cash handling or independent responsibilities