

Volunteer Position: Volunteer Coordinator

Event: South West Region's Powley Day Regional Rendezvous 2026

Location: Guelph Lake Conservation – Island Stage

Date: Saturday, September 19, 2026

Commitment: Full-day volunteer role (arrival at 10:00 AM; event + wrap-up)

Reports To: South West Regional Leadership/Event Team

About the Role

The Volunteer Coordinator plays a central leadership role in ensuring the event runs smoothly by supporting, guiding, and organizing all volunteers. This position helps create a positive, engaging, and well-coordinated volunteer experience across all event stations.

You will help ensure that volunteers are confident in their roles, guests feel welcomed and supported, and activities across the event are well-attended and communicated.

Key Responsibilities

Volunteer Oversight & Support

- Act as the main point of contact for all volunteers (council members, youth, and community volunteers)
- Ensure volunteers understand their roles and remain engaged throughout the event
- Provide guidance and redirection as needed to keep volunteers on task

Coordination & Communication

- Carry and monitor a walkie-talkie for real-time communication with the event team
- Coordinate volunteer scheduling and breaks to ensure all stations are covered
- Support transitions between shifts and roles

Event Experience & Engagement

- Help ensure guests feel welcomed and supported at all stations
- Promote awareness of activities happening throughout the day (e.g., cultural demonstrations, games, workshops)
- Identify and respond to gaps (e.g., stations needing support or low engagement areas)

Volunteer Experience

- Foster a positive, respectful, and team-oriented environment
 - Help keep volunteers motivated, informed, and appreciated
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Skills & Experience

- Strong leadership and organizational skills
 - Comfortable managing multiple people and priorities in a dynamic environment
 - Clear and confident communicator
 - Problem-solving mindset and ability to adapt quickly
 - Previous experience coordinating volunteers or events is an asset
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Why Volunteer?

- Take on a leadership role in a large community event
 - Help shape a positive experience for both volunteers and attendees
 - Build coordination and leadership skills
 - Volunteer hours can be validated upon request
 - Lunch and an event t-shirt will be provided
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How to Express Interest

Please send a brief summary of your experience working with teams, events, or volunteer coordination to SouthWestR@metisnation.org with the subject line: Volunteer Position: Volunteer Coordinator
