



Town of Midland – Volunteer Job Description

Volunteer Position:	Contest Clerk, Ontario's Best Butter Tart Festival
Openings:	Four (4)
Department:	Community and Growth – Culture and Community
Reports To:	Event Coordinator
Schedule:	June 13, 2 to 8 p.m. June 14, 2024, 7:30 to 9:30 a.m.

Position Summary

Reporting to the Event Coordinator, the Contest Clerk will receive the butter tarts being submitted for judging as part of the Ontario's Best Butter Tart Festival's butter tart contest.

A volunteer T-shirt, re-usable water bottle and lunch voucher will be provided.

Duties & Responsibilities

- Greets contest bakers and receives their butter tarts.
- Ensures all baker and tart information and documentations is received.
- Works cooperatively with festival staff, volunteers and Midland Cultural Centre staff.

Qualifications and Requirements

- Strong customer service skills.
- Organizational skills.
- Ability to remain calm when it gets busy and many bakers are delivering their butter tarts.

Effort/Physical Demands

- Physical demand requires standing, sitting, and walking.
- Visual attention for health and safety compliance and personal safety while performing volunteer duties.

Working Conditions

- This position works indoors at the Midland Cultural Centre.