



## Town of Midland – Volunteer Job Description

**Volunteer Position:** Contest Tabulator, Ontario's Best Butter Tart Festival

Openings: Two (2)

Department: Community and Growth – Culture and Community

Reports To: Event Coordinator

Schedule: June 14, 2024, 9 a.m. to 4 p.m.

### Position Summary

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Reporting to the Event Coordinator, the Contest Tabulator will tabulate the score sheets for judging as part of the Ontario's Best Butter Tart Festival's butter tart contest and work to track the progress of butter tarts throughout the contest.

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

### Duties & Responsibilities

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- Tabulates score sheets.
- Enters each tart's scores into the Excel tracking sheet.
- Communicates effectively with Event Coordinator and Contest Logistics Coordinator to ensure proper tracking of butter tarts.
- Works cooperatively with festival staff, volunteers and Midland Cultural Centre staff.

### Qualifications and Requirements

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- Strong math skills.
- Organizational skills.
- Ability to remain calm when it gets busy.

### Effort/Physical Demands

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

### Working Conditions

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- This position works indoors at the Midland Cultural Centre.
- Calculators and a computer are provided.