



Town of Midland – Volunteer Job Description

Volunteer Position: Morning Block Captain, Ontario's Best Butter Tart Festival

Openings: Six (6)

Department: Community and Growth – Culture and Community

Reports To: Tourism and Special Events Planner

Schedule: June 14, 2025, 5:45am – 11:00am

Position Summary

Reporting to the Tourism and Special Events Planner, the Block Captain is there to ensure that morning vendor set up goes smoothly and deals with any issues as they arise. They will maintain open communication with Town of Midland Festival Staff and will be provided with a walkie talkie which they need to keep with them during their shift. They may also be provided with a megaphone.

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

Duties & Responsibilities

- Manage Street Volunteers assigned to their block.
- Ensure Vendors are set up in their assigned spaces according to the block map and list of vendors/locations.
- Ensure all vehicles in their block are off the street by 7 a.m. and stop any vehicles from driving on the sidewalks.
- Deal with any minor issues as they arise.
- Ensure entrances to downtown businesses are open and not blocked.
- Maintain and have open lines of communication with Town of Midland festival staff.
- Report any major issues to the Tourism and Special Events Planner.
- Provide post-event feedback.

Qualifications and Requirements

- Manage people in high-stress situation.
- Ability to deal with problems on the spot.
- Strong customer service skills.
- Be authoritative.
- Good management skills.
- Excellent leadership skills.

Effort/Physical Demands

- Physical demand requires standing and walking. Some lifting, moving may be required.
- Visual attention for health and safety compliance and personal safety while performing volunteer duties.

Working Conditions

- The festival takes place outside in all weather conditions. Volunteers should dress accordingly, wear comfortable shoes, sunscreen.