



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 Tourism
Reports To:	Event Coordinator
Schedule:	June 12, 2026, 2 p.m. to 8 p.m. and June 13, 2026, 7:30 a.m. 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 Egg Farmers of Ontario Butter Tart Contest.

A volunteer T-shirt, reusable 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 other documentation 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.