



## VOLUNTEER POSTING

<b>POSITION TITLE</b>	<b>Lead Volunteer – Family Sport and Recreation Festival Presented by TD (4 Positions)</b>
<b>REPORTS TO</b>	Volunteer Coordinator
<b>COMMITMENT</b>	Up to 12 hours (8 hours on event day & 4 hours of training)
<b>COMPENSATION PACKAGE</b>	Honorarium of \$75 will be provided as well as a reference letter upon completion of volunteer duties.

### ORGANIZATION SUMMARY

PISE is a charitable non-profit organization that provides education, programs and services across South Vancouver Island, while managing the Pacific Institute for Sport Education facility. We are nationally recognized for work in the areas of physical literacy and inclusion and also deliver the esteemed Canadian Sport School program for high performance athletes in Grades 10 to 12. Our vision is to transform lives through healthy activity and sport by providing physical activity, health and sport education programming and services for children, youth and adults that focus on inclusion, physical literacy, active living, and the development of performance sport.

### EVENT SUMMARY

The 15<sup>th</sup> Annual FREE Family Sport and Recreation Festival, presented by TD Bank and hosted by PISE and the Greater Victoria Sports Hall of Fame is taking place at PISE on Saturday, May 2<sup>nd</sup> from 11:00am – 3:00pm. The festival typically welcomes 1,500 – 2,000 participants which includes children, parents, and families.

The festival aims to open avenues for children and families to explore a variety of sports and recreation activities at a club and community level. The festival has 30+ activities, including various sports, outdoor activities, obstacle courses, and food and beverage vendors. It is the only festival of its kind in our region that also offers activity options for children with disabilities. Being the 15<sup>th</sup> annual festival, we are excited to make it bigger and better.

### POSITION SUMMARY

The Lead Volunteer plays a key leadership and support role in the successful delivery of the Family Sport and Recreation Festival. Working closely with PISE staff, the Lead Volunteer acts as a central point of contact for general volunteers and provides on-the-ground support to festival attendees to ensure a safe, welcoming, and enjoyable experience for all.

Lead Volunteers are responsible for overseeing assigned festival areas, supporting booth operations, and helping volunteers stay informed, engaged, and on task throughout the event. They serve as visible, approachable leaders who assist with logistics, crowd flow, cleanliness, and participant questions while consistently monitoring the overall energy and safety of their area.

This role is ideal for individuals who are confident, proactive, and enjoy supporting both volunteers and families in a dynamic event environment.



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### KEY ROLES & RESPONSIBILITIES

- Act as a primary liaison between PISE staff and event volunteers in assigned areas
- Provide ongoing support to festival attendees by offering directions, information, and assistance
- Ensure booths and activity stations are set up, equipped, and running smoothly
- Monitor volunteer engagement, assign tasks as needed, and provide guidance or troubleshooting support
- Maintain visibility throughout assigned areas to support smooth event flow and participant enjoyment
- Assist with line management, crowd control, and scheduled cut-offs for select activities
- Support cleanliness and organization across festival spaces, including activity areas and common zones
- Help uphold safety guidelines and positive experiences at activity stations and inflatable areas
- Encourage a fun, inclusive, and welcoming atmosphere for all participants

### KNOWLEDGE, SKILLS & ABILITIES

- Strong leadership and interpersonal skills, with the ability to engage confidently with staff, volunteers and families
- Demonstrated initiative, reliability, and a proactive approach to problem-solving
- Ability to build positive, trusting relationships through clear, supportive communication
- Strong judgment and decision-making skills, especially in fast-moving situations -making skills, especially in fast-moving situations
- Commitment to teamwork and to upholding PISE's mission, vision, and inclusive values
- Genuine interest in sport, recreation, and community engagement

### QUALIFICATIONS

- Previous experience in leadership, event support, coaching, customer service, or similar roles is an asset
- Comfortable working in a dynamic, fast-paced, family-centered environment paced, family centered environment -paced, family-centered environment
- Ability to remain calm, organized, and positive while managing multiple responsibilities
- Willingness to assist with light physical tasks, including moving supplies and extended periods of standing or walking
- Availability to attend the mandatory prevent training session -event training session
- Must be 18 years of age or older

### BENEFITS OF VOLUNTEERING:

- Gain hands on leadership experience in a largescale community event -on leadership experience in a large-scale community event
- Build skills in communication, problem solving, and team coordination -solving, and team coordination
- Work closely with PISE staff and community sport organizations



## VOLUNTEER POSTING

- Make a meaningful impact on families and children exploring sport and recreation
- Receive an honorarium, volunteer hours, and a formal reference letter
- Free snacks and beverages during shift

### TO APPLY

Applications will be reviewed as they are received. Please submit a resume and a cover letter by **11:59pm, FEBRUARY 27, 2026** to:

Kelsey Watson  
Coordinator of Physical Literacy Development  
[kwatson@pise.ca](mailto:kwatson@pise.ca)

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*

*Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups; women, persons with disabilities, Aboriginal peoples, and visible minorities.*