



**VOLUNTEER ROLE DESCRIPTION – CAFÉ DESIGN COORDINATOR DATE:** Nov 19, 2018

**TITLE:** Café Design Coordinator  
**LOCATION:** 1207 Kingsway, Vancouver, BC, V5V 3E2  
**DEPARTMENT:** Scripture Resources  
**REPORT TO:** Bible Centre & Café Supervisor

**ROLE SUMMARY**

This is a volunteer position that takes place at the Canadian Bible Society’s British Columbia Bible Centre & Café, located at 1207 Kingsway, Vancouver, BC, V5V 3E2. The Café Design Coordinator will assist in creating seasonal and event-based decorations to promote the Bible Centre & Café.

**PRIMARY TASKS / ACTIVITIES**

Works under the leadership of the Bible Centre & Café Supervisor by doing the following:	% OF TIME
<ul style="list-style-type: none"> <li>Working to ensure that the Bible Centre &amp; Café are decorated appropriately for the given season and/or event that is taking place; creating and taking initiative in coming up with new and creative ideas for the design of the given space; assist with electronic posters and designs for promotional and outreach initiatives; assisting with setting up in the beginning of the day and cleaning up at the end.</li> </ul>	70%
<ul style="list-style-type: none"> <li>Responding to requests provided by the Bible Centre &amp; Café Supervisor as needed on a timely basis.</li> </ul>	30%
Total = 100%	

**ROLE SPECIFICATIONS**

**EXPERIENCE**

- Knowledge and experience working with decorating indoor and outdoor spaces; with electronic design work as a bonus.

**PROFESSIONAL / PERSONAL QUALITIES**

- Very high attention to detail;
- Effective communicator with sensitivity to, and appreciation of, bilingualism and diversity;
- Ability to work well under pressure, handling multiple demands (multi-tasking);
- Self-motivated, self-starter, proactive, determined;
- Self-confident while still being humble and authentic;
- Personable, pleasant to spend time with;
- Resilient, ability to not let adverse conditions negatively impact performance.