VOLUNTEER ROLE DESCRIPTION – CAFÉ REPRESENTATIVE DATE: Nov 19, 2018

TITLE: Café Representative
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 (CBS)’s British Columbia Bible Centre & Café, located at 1207 Kingsway, Vancouver, BC, V5V 3E2. The Café Representative will be traveling to churches and events to promote the Bible Centre & Café.

PRIMARY TASKS / ACTIVITIES

<table>
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<tr>
<th>Works under the leadership of the Bible Centre &amp; Café Supervisor by doing the following:</th>
<th>% OF TIME</th>
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<tr>
<td>• Travelling to churches and events to share about the opening and existence of the Vancouver Bible Centre &amp; Café; to promote the CBS at the centre &amp; café, and other events; to create and hand out flyers at outreach events and the general public; to set up and represent CBS at book tables and conferences; assisting with setting up in the beginning of the day and cleaning up at the end.</td>
<td>70%</td>
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<td>• Responding to requests provided by the Bible Centre &amp; Café Supervisor as needed on a timely basis.</td>
<td>30%</td>
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<td>Total = 100%</td>
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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.