

## **Workshop-Event Assistant Roles & Responsibilities**

In addition to their ongoing enrichment programs, our CYM kids & families can sign up for a monthly workshop, workshop series, hike or other special event - such as our quarterly Family Empowerment dinner. You can help these events run more smoothly by assisting our CYM staff with check-in, meal set up & clean up, and helping our kids and parents with workshop activities.

Your commitment as a Workshop/Event Assistant starts with checking our Workshop/Event Calendar and signing up for one of the following jobs:

1. Check-in/Temperature Check – as kids and families come in – record attendance and temperature on attendance sheet
2. Meal Set-up/Serve/Clean-up – Each of our workshops start or end with a meal provided by CYM. A volunteer picks up and delivers the meal to the workshop location. As the volunteer, you'll set up the meal, serve it to the families, and help with clean up
3. Activity Assistant – Workshop Instructors lead a workshop and sometimes participants need assistance with their activities. Assistants help guide our students to success.

Thank you for joining our CYM Family to help accomplish our mission:

We connect youth with enrichment opportunities and remove barriers. We do that by providing three programs; Ongoing Enrichment Programs, Family Empowerment, Monthly Workshops

We are so happy to have you! We hope you find this role rewarding, while making new connections and creating new bonds within our community.