

POSITION TITLE: DRIVER

THIN AIR writers get to and from events and the airport thanks to the efforts of our brigade of volunteer drivers.

GOALS

- To provide safe and timely transportation for visiting writers between the hotel and various performance venues, or between the hotel and the airport
- To support the writer's success at a performance venue by helping to find the room, meet the host, etc
- To support other THIN AIR initiatives connected with your writer's events; possibilities include marking down attendance, distributing program books or handbills, etc
- To welcome writers to the city by being present and readily identified at the airport arrivals area
- To support writers as they leave by arriving at the airport in a timely fashion and helping them with their luggage

BENEFITS

- An excellent opportunity to spend one-on-one time with visiting writers
- Free access to all Mainstage events
- Special gifts and favors as part of the Volunteer Appreciation Package

LIST OF TASKS

- Transport writers to and from the airport (note: parking arrangements have changed due to construction)
- Transport writers to and from performance events (Book Chats, campus events, school visits, etc)
- Provide an accurate record of audience numbers at various engagements
- Check on and re-stock programs and promotional material at locations throughout the city as needed

AVAILABLE SHIFTS

- Sunday, September 19 through Sunday, September 26
- Shifts vary according to airport arrivals and departures, school and campus program events, and driver availability, but fall primarily from 7:30 am through 10:30 pm.
- Tavia Palmer will make every effort to tailor a comprehensive driving schedule for each driver, which will be confirmed in advance of THIN AIR. *If for some reason you become unable to take your scheduled shift, please give her significant advance notice to cover your shift.*

QUALIFICATIONS

- An ability to interact comfortably with passengers
- A valid driver's license, safe driving habits
- Basic knowledge of the city, up-to-date maps
- Access to a properly-registered and insured vehicle. (Volunteers should inform their insurance company of volunteer driving activity to ensure adequate coverage.)
- A willingness to keep track of mileage. (THIN AIR is no longer in a position to cover mileage, but will happily issue you a charitable tax receipt at the accepted provincial mileage rate when you submit your mileage form.)

ORIENTATION

- Hospitality Suite at the Inn at the Forks (Room 412) – Sunday, Sept 19, noon – 5:00 pm
- Alternative: THIN AIR office (624-100 Arthur) – Tuesday, Sept 14 or Wednesday, Sept. 15, 9:00am – 4:00pm.

NOTE: attending one of these check-ins is imperative