

The Mississauga Polish Day Committee is inviting volunteers to assist in the preparation of our ever-growing annual event. We are looking for individuals who wish to serve the Polish Canadian community, have good communication skills in Polish, excellent written and spoken skills in English, and are responsible and reliable.

We currently need a volunteer Vendor Coordinator, who will be responsible for recruiting vendors, processing their applications and payments, e-mailing vendor bulletins and updates, and answering enquiries by e-mail.

This volunteer commitment would be four months in duration (February to June 2018) would require approximately 8 hours of work per week from home.

For more information or to express an interest, please contact us at [kpkpolishday@gmail.com](mailto:kpkpolishday@gmail.com).

## **VENDOR COORDINATOR RESPONSIBILITIES**

### **1. Vendor Recruitment**

- Utilizing his/her own network, as well as Polish language press, Polish Yellow Pages (“Przewodnik Handlowy”) and other sources as a resource, contact prospective vendors with the goal of engaging them in our festival.

### **2. Receive and Process Vendor Applications and Payments**

- Check Google Forms spreadsheet and applications regularly and vet new applications for completeness of information and accurate sum of due payment.
- Forward all cheques to the Committee Treasurer.
- E-mail electronic receipts for received payments.
- Collect TSA certificates from vendors who are required to provide them.

### **3. Communication**

- Respond to questions/enquiries received via the vendors’ email account.
- E-mail instructions, bulletins, various information to vendors as required (content will be provided by committee members).
- Send reminders to food vendors to register with Peel Region Public Health within the required deadline.

### **4. During the Festival**

- Assist site planner in communicating with vendors during set-up.