



# HANDCRAFTED BATH & BODY GUILD OF CANADA

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## Handcrafted Bath & Body Guild of Canada Volunteer Packet

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### Welcome!

Share your passion for handcrafted cosmetics and help support makers across the country! Our volunteer opportunities are flexible and mostly online, making it easy to contribute from anywhere. Whether you enjoy engaging with members and vendor partners, assisting with virtual events and workshops, or lending your skills to special projects, your involvement helps our guild grow, connect, and thrive. Be part of a vibrant, supportive community and make a meaningful impact.

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### Volunteer Opportunities

#### 1. Vendor Liaison

Purpose: Serve as the main contact for our vendor-level members, helping them maximize membership benefits and stay engaged.

- Welcome new vendor members and provide orientation on benefits.
- Maintain regular contact and respond to questions.
- Coordinate vendor visibility online (website, newsletter, social media).
- Support vendor participation in virtual events and workshops.
- Track renewals and encourage continued engagement.
- Gather feedback and report insights to the board.
- Maintain accurate records of vendor communications and membership details.

Time Commitment: Approx. a few hours per month; more during event periods.

Skills & Qualities: Friendly, professional communication style; organized with reliable follow-up; comfortable with email and light administrative tasks; enjoys relationship-building and networking.

Onboarding Checklist: Review vendor list and benefits; meet with Membership Chair; review past communications; schedule check-ins; track renewals and gather feedback annually.



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### 2. Educational Coordinator

Purpose: Oversee the guild's educational programs and workshops, including finding and coordinating instructors for our online learning platform.

- Identify and recruit instructors for online workshops and courses.
- Collaborate with instructors to plan and schedule online sessions.
- Manage participant communications and registrations.
- Ensure materials and resources are prepared and accessible.
- Monitor session quality and gather participant feedback.
- Report educational program outcomes to the board.

Time Commitment: Varies with program schedule; typically a few hours per week during active sessions.

Skills & Qualities: Strong organizational skills; experience in education, training, or event coordination; comfortable with online platforms and virtual tools; detail-oriented and communicative.

Onboarding Steps: Review past educational programs; meet with instructors and board; familiarize yourself with online platforms; set up communication templates for participants.

### 3. Social Media Coordinator

Purpose: Manage and grow the guild's online presence to engage members and vendors.

- Create and schedule posts across social media platforms.
- Share member and vendor highlights.
- Promote upcoming events, workshops, and guild initiatives.
- Monitor engagement and respond to comments or inquiries.
- Collaborate with the board for consistent branding and messaging.

Time Commitment: Approx. a few hours per week.

Skills & Qualities: Knowledge of social media platforms and content creation; creative and detail-oriented; strong written communication skills; ability to work independently and manage schedules.

Onboarding Steps: Review existing social media accounts; meet with board; create posting schedule and content calendar; coordinate with other volunteers for highlights and features.

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### Quick Reference Table

Role	Key Tasks	Time Commitment
Vendor Liaison	Vendor contact, renewals, visibility, event support	Few hours/month
Educational Coordinator	Instructor recruitment, workshop planning, participant support	Few hours/week during sessions
Social Media Coordinator	Content creation, posting, engagement, promotion	Few hours/week

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Thank you for considering volunteering with the Handcrafted Bath & Body Guild! Your contribution helps our nationwide community of makers thrive and connect.

Interested in applying? Reach out to Louise Vargas at [president@hbbg.ca](mailto:president@hbbg.ca)