



Volunteer Position Description

Job Title: Fundraising Events Volunteer

Persons Served	<ul style="list-style-type: none"> • Event attendees • Event sponsors • Event committee
Purpose	<ul style="list-style-type: none"> • To assist the event committee in coordinating and delivering a successful fundraising or special event
Outcomes	<ul style="list-style-type: none"> • A well organized event resulting in donations and/or recognition for programs and services delivered by South Essex Community Council
Events	<ul style="list-style-type: none"> • Diamonds and Denim Gala - November • Chilifest - March • Mosaic- July • Other events as they come up
Tasks and Responsibilities	<ul style="list-style-type: none"> • Diamonds and Denim <ul style="list-style-type: none"> - Pre-event <ul style="list-style-type: none"> - Poster distribution - Collecting door prizes from sponsors - Other pre-event organization as determined by committee - Event Set-Up <ul style="list-style-type: none"> - Assisting with chair covers - Pick up and delivery of items to the venue - Other set up requirements as determined by committee • Chilifest <ul style="list-style-type: none"> - Pre-event <ul style="list-style-type: none"> - Poster distribution - Other pre-event organization as determined by committee - Event Set-Up <ul style="list-style-type: none"> - Vegetable preparation - Set up signage. - Other set up requirements as determined by committee - Event Day <ul style="list-style-type: none"> - picking up chili from restaurants

	<ul style="list-style-type: none"> - Parking attendants - Ladling chili - Kitchen help - Door prize ticket selling - Table attendants and other clean up duties - Dismantle Signage - Return pots to restaurants <ul style="list-style-type: none"> • Mosaic <ul style="list-style-type: none"> - Pre-event <ul style="list-style-type: none"> - Poster and postcard distribution - Other pre-event organization as determined by the committee - Event Set-Up <ul style="list-style-type: none"> - As determined by committee - Event Day <ul style="list-style-type: none"> - Venue Attendants/passport stampers
Schedule & Commitment	<ul style="list-style-type: none"> • 2-3 hours per shift.
Boundaries & Limitations	<ul style="list-style-type: none"> • Chilifest and Diamonds & Denim volunteers are required to pay for the meal, if they choose to eat at the event. Mosaic Volunteers will be required to pay at any venue they choose to eat at. • Follow the direction of the Volunteer Services Program Leader or Committee Chairperson • Direct all concerns to the Volunteer Services Program Leader or Committee Chairperson
Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> • Follow the instructions of the Volunteer Services Program Leader or Committee Chairperson
Personal Traits and Qualities Needed	<ul style="list-style-type: none"> • Polite and friendly – personable • Able to work independently • Able to take directions
Orientation & Training Available	<ul style="list-style-type: none"> • On site training
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> • Immediate supervisor is the Volunteer Services Program Leader or Committee Chairperson

Mandatory Activities	<ul style="list-style-type: none"> • Submit volunteer hours log sheet. • Complete a volunteer feedback survey
Setting & Location	<ul style="list-style-type: none"> • Dependant upon event. <ul style="list-style-type: none"> - Diamonds and Denim – Portuguese Club - Chilifest – Portuguese Club - Mosaic – Leamington Marina/Seacliff Park for Postcard distribution, uptown Leamington and Venues
Benefits to Volunteer	<ul style="list-style-type: none"> • Helping others • Contributing to the program needs of South Essex Community Council • Personal satisfaction • Experience in planning and organizing community events
Screening Measures	<ul style="list-style-type: none"> • Volunteer application