

	Subject:	No. of Pages:	Effective Date:
	<b>Job Description – Event Volunteer</b>	2	October 2024
	Type: Volunteer	Version #: 1	Approved: October 4 <sup>th</sup> , 2024
	Finalized/Approved Revision New	October 4 <sup>th</sup> ,2024	<u>Executive Director</u> Individual/Department

## Events Volunteer

### Position Summary

Event volunteers play a pivotal role in promoting our events within the community. This can be achieved by directly approaching businesses to secure sponsorships or by strategically placing posters at various locations across Renfrew County. Additionally, event volunteers may be required to assist in setting up raffle ticket sales at local events or handle the collection and distribution of raffle tickets throughout the year. Furthermore, by assisting with our fundraisers, you will contribute to the planning and preparation of our key events, ensuring that everything is ready for the designated day.

**Reports to:** Volunteer and Events Coordinator

### Position Requirements:

#### Requirements:

- 2 to 4 hours per month leading up to an event **for a minimum of 1 year** or as assigned.
- Available to volunteer from 4 to 8 hours on the event day.
- Notice of two weeks is required prior to resignation.
- Notify your Volunteer Coordinator of any time off/vacation requests, providing a notice of a minimum of 2 weeks.
- An up-to-date police records check for vulnerable sectors. A letter to be created for you to submit online.

#### Skills/Abilities:

- Demonstrates ability for empathy, compassion, confidentiality, and active listening skills.
- Ability to work independently, exercise sound judgement, as well as adhere to policies and procedures.
- Demonstrates commitment to teamwork with an ability to work effectively with others.

- Follow all and any direction by the Volunteer Coordinator or from another manager that keeps within Hospice Renfrew's vision, mission, and values.

### **Key Areas of Responsibility:**

- Ability to attend as many meetings as possible to ensure proper tasks are completed by due dates
- Able to convey ideas or suggestions that will achieve a successful fundraiser.
- Always adhere to the Hospice's volunteer engagement policies and procedures
- Can help with setting up and take down of tables etc. on the fundraiser day
- The ability to get to local businesses safely while representing Hospice Renfrew with knowledge of the fundraiser and able to answer simple questions
- Knowing your boundaries when going out into the community and directing people to the person in charge if more direct inquiries occur
- Being able to work together as a team is very important
- Supportive and able to assist others to achieve the same goals.
- Always checking in with your event coordinator or other management on the committee if there are any concerns.

### **Key Relationships and Interactions:**

#### **Direct**

- Volunteer and Events Coordinator

#### **Indirect**

- Executive Director

### **Training**

- Hospice Palliative Care of Ontario online training.
- In person with proper body mechanics.
- Volunteer Engagement Policies and Procedures.
- Volunteer Handbook.
- Collection and receipt of in person donations.
- Infection Prevention and Control Training.
- GHS (Global Harmonized System) Training.
- Workplace Violence and Harassment Training