

Booth Volunteer

Supervisor: Coordinator of Volunteer Engagement

Level: Booth is ranked as a **Tier 2 position** (See brochure for details on Tiers).

Position Description: Volunteers provide information and safer sex supplies to the community at events where an AIDS Calgary booth is set up.

Objective: As part of our education and prevention activities, AIDS Calgary attends many community events every year in an effort to reach out the larger community. Setting up a booth at an event is a great way to showcase what we are trying to achieve and gain support through new volunteers, donations or building relationships with community partners.

Time Commitment:

- Must have flexible, day-time, evening, weekday availability
- Some weekend shifts may be available for community events
- Times and locations vary from month to month, but volunteers will generally be given 1 to 2 weeks notice for each event
- Booth shifts are generally 2-4 hours long

Responsibilities:

- If a staff is not present for the event, pick up the booth and supplies at the AIDS Calgary office
- Set up the materials in the designated area at the event in an aesthetically pleasing manner
- Provide information about HIV/AIDS, myths and facts, definitions, transmission, prevention and testing to the public attending the event
- Speak about AIDS Calgary Awareness Association, including its objectives, mission, programs and brief history
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

Qualifications:

- Comfort talking about HIV/AIDS and sexuality in a wide range of settings, communities and cultures
- Interest in public speaking and education
- Willingness to undertake independent learning about HIV/AIDS including medical, social, psychological, and political issues, as well as partake in agency workshops and listen to guest speakers from a range of specialties and backgrounds
- Excellent communication skills
- Ability to travel to locations in Calgary by vehicle or public transit is required
- Open to working with a team of volunteers in a diverse setting

Training:

- One Core Training day, which includes the following workshops: Challenging Stereotypes, Safer Sex & HIV/AIDS and Living with HIV/AIDS
- Read and become familiar with information in Booth Training Manual
- Review website extensively to learn about Programs and Services offered at AIDS Calgary

Benefits:

- Volunteer hours and participation will be tracked and can be provided by the Coordinator of Volunteer Engagement for various purposes required by the volunteer, such as post-secondary applications or work references (after completing 30 hours of volunteering).
- Opportunity to develop public speaking skills
- Opportunity to attend community events free of charge and meet new people
- The volunteer will benefit from current information about HIV/AIDS
- Invitations to volunteer appreciation events, special agency events or workshops, and community celebrations
- Receive the AIDS Calgary and Volunteer newsletter
- Volunteer can participate in the Annual General Meeting

Application Requirements:

- Submit a volunteer application
- Interview with the Coordinator of Volunteer Engagement
- Read and sign a Volunteer Contract and Oath of Confidentiality

** All volunteers will participate in a 1 month evaluation with the volunteer supervisor and an annual evaluation with the Coordinator of Volunteer Engagement.

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidscalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidscalgary.org/getInvolved/volunteer.shtml>