



Committee Member – Health and Wellness Day

Supervisor: Client Services Case Manager(s)

Level: Committee members are ranked as a **Tier 2 position**. (see brochure for details on tiers)

Position Description: Committee members will be in charge of organizing a one-day event for clients where they will be able to take advantage of free health and wellness related services at the AIDS Calgary office. The committee will consist of 3 to 4 volunteers and the Client Services staff.

Objective: This event will aim to provide free services and information for clients that will contribute to their overall health and wellness.

Time Commitment:

- Volunteers are required from May 2009 to August 2009
- There will be 1 to 2 meetings per month and assigned independent work
- Each volunteer must complete an interview, be available on event day (to be determined) and attend a debrief meeting following the event

Responsibilities:

- Attend all meetings
- Assist with recruitment of health/wellness service providers to give one-time free services to clients, such as hair cuts, massage, acupuncture, etc
- Organize the venue logistics, arranging for refreshments and marketing the event
- Communicate regularly with committee and supervisor
- Complete all independent work in a timely manner
- Assist with set up, execution and clean up on event day
- Provide written feedback following the event (for the debrief meeting in September)
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

Qualifications:

- Basic knowledge of the health/wellness concerns facing PLWHA (people living with HIV/AIDS) is an asset
- Completion of AIDS Calgary's Core training workshop is an asset
- Experience and/or comfort in asking for donations/volunteers and making "cold calls" is required
- Excellent communication skills, especially via email and phone
- Must be able to work independently and within the group setting, and follow up with deadlines

Training:

- At the first meeting Client Services team member will brief the volunteer committee on the types of issues that face AIDS Calgary's clients and what types of services would be most appreciated for the Health and Wellness event
- Completion of Core Training would be an asset

Benefits:

- Volunteer hours and participation will be tracked and can be provided by the Volunteer Program Coordinator for various purposes required by the volunteer, such as post-secondary applications or work references
- Develop skills such as planning and leadership
- Opportunity to directly support PLWHA
- Increase understanding of HIV/AIDS, psychosocial issues and barriers facing PLWHA
- A chance to work closely with community partners, community development and/or social service agencies
- Meet new friends and build relationships in the community

Application Requirements:

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

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>