



## Scotiabank AIDS Walk for Life – Food and Beverage Committee

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**Supervisor:** Development Assistant

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

**Position Description:** The Scotiabank AIDS Walk for Life Committee will include a sub-committee of 2 people who will be responsible for meeting the food and beverages requirements for the Scotiabank AIDS Walk for Life, to be held on Sunday September 20, 2009. The food and beverage needs on walk day for volunteers and participants include but are not limited to morning snacks, coffee, lunch and “freebies”.

**Objective:** Every year, hundreds of Calgarians walk, run, bike, and rollerblade in support of the fight against HIV/AIDS. Funds raised from the walk help provide services to people living with HIV/AIDS in Calgary, as well as support HIV/AIDS prevention and education initiatives in your community.

**Time Commitment:**

- The committee will be active between May 2009 and October 2009
- Each volunteer will attend approximately 2 meetings per month and have regular assigned independent work
- Each volunteer must be available on event day (Sept 20/09) and attend a final wrap-up meeting in mid-October.

**Responsibilities:**

- Work with other committee members (as necessary) to solicit food and beverage donations for Walk Day
- Assist with submitting appropriate food and beverage related permits
- Arrange pick up and delivery of food and beverage donations to walk site
- Coordinate food and beverage volunteers (together with Volunteer Chair) on the day of the event and provide onsite orientation
- Maintain detailed records of food and beverage donors so they can be thanked appropriately for their contributions
- Submit a final report detailing the work done by the Food and Beverage Committee
- Attend all meetings, complete independent work as assigned and track hours contributed
- Communicate regularly with committee members and your supervisor
- Respect AIDS Calgary Awareness Association’s confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

**Qualifications:**

- Experience and/or comfort in making “cold calls” and asking for donations is required.
- Excellent communication skills, especially via email and phone
- Must be able to work independently and within a group setting, and follow up with deadlines
- Previous participation at a Walk event, fundraising or committee experience is an asset

**Training:**

- At the first meeting AIDS Calgary staff will give a brief introduction to the history and purpose of the Scotiabank AIDS Walk for Life
- 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 (after completion of 30 volunteer hours)
- Develop skills such as planning and leadership
- Opportunity to support People Living with HIV/AIDS
- Increase understanding of HIV/AIDS in your community
- Meet new friends, build relationships in the community, take part in an exciting event
- Invitation to the Executive Committee wrap up dinner

**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](mailto:volunteer@aidscalgary.org)

(403) 508-2500

Or download the application form from our website

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