



Scotiabank AIDS Walk for Life – Prizing Committee

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 work with the Development Assistant to make requests for donations of prizes and incentives for participants of the Scotiabank AIDS Walk for Life which will take place on Sunday September 20, 2009.

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 Special Events Chair to make gift-in-kind requests for prizes, incentives, food/snacks and other supplies needed to execute the event
- Solicit corporate community to sponsor the Walk with monetary donations
- Assist in collecting prizes from donors prior to the event and delivering them to AIDS Calgary
- Maintain detailed records of prize donors so they can be thanked appropriately for their contributions
- Assist in organizing Walk registration packages and prizes for event day
- Submit a final report detailing the work done by the Entertainment 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:

- Excellent communication skills, especially via email and phone
- Friendly, professional and comfortable in asking for donations and making "cold calls"
- Connection to possible donors or knowledge of potential donors an asset
- Excellent organization skills
- 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 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

(403) 508-2500

Or download the application form from our website

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