



Scotiabank AIDS Walk for Life – Registration and Teams Committee

Supervisor: Development Assistant and Operations Manager (Finance Chair)

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 AIDS Calgary's Operations Manager to organize and execute a registration and count room process for the Scotiabank AIDS Walk for Life, to be held on Sunday September 20, 2009. The committee will also recruit new individual walkers and teams.

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 set-up day (Sept 19/09), event day (Sept 20/09) and attend a final wrap-up meeting in mid-October

Responsibilities:

- Provide input and work with the Finance Chair to create a smooth registration process
- Recruit teams to participate in the walk. Approach and encourage participation from businesses, community associations, sporting groups, personal contacts etc.
- Distribute team registration packages and answer questions from potential team captains
- Work with Marketing and Volunteer chair to arrange distribution of Walk materials at special events throughout the summer
- Execute an orientation session for Registration and Count room staff in advance of Walk day (Volunteer Chair and Finance Chair will assist)
- Arrive early on the day of the Walk to organize the Registration tent
- Supervise staff in Registration Tent
- Ensure smooth registration, trouble shoot and answer questions of participants
- Submit a final report detailing the work done by the Registration and Teams committee
- Attend all meetings, complete independent work as assigned and track hours contributed
- Communicate regularly with committee members and 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
- Comfortable approaching/speaking with strangers and making "cold calls"
- Detail oriented and 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 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

(403) 508-2500

Or download the application form from our website

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