

Scotiabank AIDS Walk for Life – Route and Logistics 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 be responsible for creating and executing a plan for the design and set up of the main plaza and the route for the Scotiabank AIDS Walk for Life, to be held 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 set-up day (Sept 19/09), event day (Sept 20/09) and attend a final wrap-up meeting in mid-October

Responsibilities:

- Assist in creation of a site plan for the venue, including the main plaza and the route
- Develop an accurate map of the site plan. Distribute to committee and give brief explanation
- Ensure accurate completion of any permits
- Assist in organization of the delivery of items to the site, including tents and other supplies
- Lead the Walk Committee (and volunteers) on the accurate set up of the venue on Walk day, including the route
- Give orientation to route volunteers and arrange for timely drop off (and pick up) to route stations
- Assist with the cleaning up of site and delivery of supplies back to AIDS Calgary office
- 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
- Detail oriented and good organization skills
- Quick thinker and strong ability to problem solve
- 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>