

Scotiabank AIDS Walk for Life – Entertainment Committee

Supervisor: Development Coordinator

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 recruit artists to entertain participants during the Scotiabank AIDS Walk for Life, to be held on Sunday September 12, 2010.

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 2010 and October 2010
- Each volunteer will attend approximately 2 meetings per month and have regular assigned independent work
- Each volunteer must be available on event day (Sept 12/10) and attend a final wrap-up meeting in early-October

Responsibilities:

- Recruit entertainers such as musicians, dancers, clowns, etc to perform along the route
- Assist Development Coordinator to organize entertainment such as singers, bands, etc to perform on the main stage/plaza area for the entire day
- Develop ideas to engage kids and youth on walk day and assist with executing those plans
- Work with Route/Logistics committee to determine placement of entertainers along route
- Ensure all entertainers are aware of where and when to meet on walk day so they can be set up in their respective positions on time
- Maintain detailed records of entertainers so they can be thanked appropriately for their contributions
- Work with Development Coordinator and Stage Manager to follow production schedule
- Submit a final report detailing the work done by the Entertainment committee
- Attend 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
- Comfortable in asking for donations or discounts and making "cold calls"
- Knowledge of or connection to entertainers/artists in Calgary is an asset
- Creative 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/volunteerapplication.cfm>