

Scotiabank AIDS Walk for Life – Event Assistant

Supervisor: Development Coordinator

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

Position Description: The event assistant will be responsible for supporting the Walk Chair (Development Coordinator) with the overall organization and execution of 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:

- This position will be active between May 2010 and October 2010
- Each volunteer will attend approximately 2 meetings per month and have regular assigned independent work. Priority for this position will be given to a volunteer who can work out of AIDS Calgary's office, at least once per week for 2 hours.
- Average weekly time will be 4 hours, except for the week before the event.
- Each volunteer must be available on set-up day (Sept. 11), event day (Sept 12), and attend a final wrap-up meeting in early-October
- Communicate with Walk Chair for follow up and weekly meetings

Responsibilities:

- Assist with the accurate completion of permits and City of Calgary application
- Coordinate with Walk chair and other committees for follow up and timelines
- Assist with following the critical path of the walk until completion
- Complete meeting minutes for committee meetings and send out within a week
- 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 and time management skills
- Detail oriented and good 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>