

Scotiabank AIDS Walk for Life – Registration Committee

Supervisor: Development Coordinator 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 to 3 volunteer 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 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:

- Provide input and work with the Finance Chair to create a smooth registration process
- 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 volunteers in Registration Tent and work with volunteers in the Count room
- Ensure smooth registration, trouble shoot and answer questions of participants
- Submit a final report detailing the work done by the Registration 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
- 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/volunteerapplication.cfm>