

Scotiabank AIDS Walk for Life – Sponsorship and Prizing

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 will work with the Development Coordinator to make requests for sponsorship, donations of prizes and incentives for participants and volunteers of the Scotiabank AIDS Walk for Life which will take place 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:

- Work with Development Coordinator and the committee as a whole to make gift-in-kind requests for prizes, incentives, food/snacks and other supplies needed to execute the event.
- Solicit the corporate community to sponsor the Walk with monetary or in-kind donations.
- Assist in collecting prizes from donors prior to the event and delivering them to AIDS Calgary.
- Maintain detailed records of prize donors so they can be thanked appropriately for their contributions.
- Assist in organizing Walk registration packages and prizes for event day.
- Submit a final report detailing the work done by the Entertainment committee.
- 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, especially via email and phone
- Friendly, professional and comfortable in asking for donations and making "cold calls"
- Connection to possible donors or knowledge of potential sponsors is an asset
- 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 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>