

VOLUNTEER ROLE DESCRIPTION

Date Written: 11 March 2009

Volunteer Role: Special Event Committee (Walk, Rocky Horror Picture Show, PRIDE)

Time Commitment: Variable, on average 2 hrs a week, initial time commitment greater the first month of the project

Supervisor: Coordinator of Volunteer Services

Supervision Requirements: report progress as needed, monthly reports via email, attend and engage in committee meetings

Responsibilities:

- Coordinate deliverables according to event deadlines and meeting minutes
 - Communicate effectively with staff and committee members
 - Participate in committee meetings
 - Identify challenges and create action plans to address those challenges
-

Qualifications:

- Speak, read and write clearly in English
 - Communicate effectively verbally and in writing
 - Proven analytic skills and business savvy
 - Demonstrate excellent leadership skills
 - Be able to demonstrate the ability to maintain confidentiality
 - Goal and results oriented
 - Adept at managing conflict
-

Training: Attend Volunteer Orientation and Basic Volunteer Education program

Risk Level: Access to confidential fundraising strategies