

CHATHAM KENT WOMEN'S CENTRE INC. EVENTS AND FUNDRAISING - VOLUNTEER JOB DESCRIPTION

JOB SUMMARY:

The role of an Events and Fundraising volunteer is to help with events that help support the Chatham Kent Women's Centre. Depending on the event, the roles may vary.

QUALIFICATIONS:

- Friendly and polite demeanor
- Comfortable dealing with the public
- Experience in multitasking, handling funds, working events
- Marketing is an asset
- Health and Safety Knowledge is an asset



ACCOUNTABILITY - Reports directly to the Volunteer Coordinator, working cooperatively with agency team members. Responsible for letting someone know at the Chatham Kent Women's Centre if you cannot make it in for a scheduled shift. Please get a person not a voice mail.

PRIMARY DUTIES AND RESPONSIBILITIES

- Setting up and tearing down for events
- Maintaining sign in of participants for events
- Working with the general public; providing information, receiving funds
- Ensuring safety standards are being followed
- Maintaining a respectful, kind and non-judgmental view when dealing with clients

May 29th, 2016 is Walk a Mile in Her Shoes – An international men's march to bring awareness to domestic violence towards women.

July 23rd is National Hot Dog Day! – A national celebration of hot dogs! We have BBQs throughout the Municipality of Chatham Kent at various businesses and sell hot dogs at lunch time. Supporting a Hot Dog Eating Contest – How many hot dogs can you eat in 3 minutes?

November is our Purple Scarf Campaign – We sell purple scarfs throughout the Municipality of Chatham Kent to bring awareness to domestic violence. Wrap Yourself in Courage.

