



HIV/AIDS RESOURCES AND COMMUNITY HEALTH AIDS WALK VOLUNTEER COORDINATOR – POSITION DESCRIPTION

Program Position:	AIDS Walk for Life Volunteer Coordinator
Position Description:	<p>The AIDS Walk Assistant is responsible for the management of the Walk's fundraising efforts through the development of community and volunteer support.</p> <p>This position requires that you work closely with the Health Promotion Team to ensure the successful management and implementation of the AIDS Walk in September 2017.</p>
Responsibilities:	<ul style="list-style-type: none">• Attend and participate in Health Promotion Meetings that relate to the Walk.• Identify and develop relationships with local businesses for potential sponsorship.• Work with various media outlets to try and obtain sponsorship and develop media releases.• Secure in-kind donations for food/beverage for the day.• Recruitment, orientation and training of volunteers.• Day of Event logistics.• Source community partners for participation (tabling).
Skills and Qualifications:	<ul style="list-style-type: none">• Previous fundraising and marketing experience an asset.• Strong leadership as well as good verbal and written communication skills.• Excellent organizational and time-management skills.• Previous experience working with volunteers.• Non-judgmental attitude. Ability to work with diverse group of people.• Outgoing personality.• Comfort with technology related software such as Microsoft Office
Time Commitment:	Hours will vary.
Benefits:	You will have the opportunity to participate in a dynamic planning process with a team of volunteers and together create a successful fundraising event in support of people living with and affected by HIV/AIDS. The position offers networking opportunities and enhancing personal and profession skills.