

Fundraising / Events Volunteer

Mission, Vision & Strategies Directions

Mission

Improving the quality of life for those affected by Alzheimer's disease and other dementias

Vision

We are the number one contact for anyone impacted by Alzheimer's disease and other dementias in our community

Five Strategic Directions

Program Excellence; Advocacy; Partnership & Awareness; Revenue Growth; Research; Federation Excellence

Role Description

Title: Fundraising Volunteer

Location: Throughout Peterborough and County Region

Assigned Supervisor: Volunteer Engagement Coordinator/ Donor Relations Coordinator

Time Commitment: Event Specific

Role Summary

Fundraising volunteers assist with various tasks throughout the planning and culmination of our fundraising events. Volunteers are responsible for assigned duties and responsibilities relating to Fund Development events. Throughout the year several events are held that require volunteers.

The role of Fundraising volunteer is to help with planning the event and providing logistical support leading up to and during the event as required (and as scheduled allows). Each commitment varies in length from several months to a few hours and is required at various times throughout the year.

Responsibilities

- Set up and take down event table/venue
- Registration, directing attendees, answer questions
- Be a part of sub committees
- Help with planning of events and/or execution the day of
- Promote and support the event(s)

- Handling money
- Or other assigned duties

Required Skills/Experience

- Ability to communicate with ASPKLNH staff, the public and event attendees in a pleasant and positive manner
- Experience in the fundraising sector or the desire to learn relevant skills
- Excellent teamwork and communication skills
- Previous event and fundraising experience is an asset, but not required

Hours of Work

- Will vary depending on activity/event

Travel Requirements

- May be required depending on activity/event

Physical Demands

- Potential to be on your feet for assigned time and duties
- Potential for moving small or large items if helping with set up/take down

Training Requirements

- Orientation to agency, ASPKLNH programs, policies & procedures

Other Requirements

- Completion of two reference checks
- Vulnerable Sector Police Check Clearance

Risk Assessment: Low

Created By: Maddy Scott

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