

**EVENT DAY VOLUNTEER
VOLUNTEER POSITION DESCRIPTION**

Canadian Mental Health Association
Windsor-Essex County Branch

Title: Event Day Volunteer

Reports to: Event Coordinator

Unit: Varies

Date Approved: 8 September 2009

The mission of the CMHA-WECB is to enhance and promote the mental health of all persons and support the resilience and recovery of people experiencing mental illness in our community through education, prevention, advocacy and services.

POSITION SUMMARY:

Volunteers will assist in the day-of activities of an event for the purpose of raising money for the agencies non-funded programs.

DUTIES & RESPONSIBILITIES:

- Specific duties will be assigned at the event.
- They could include, but are not limited to:
 - Providing support to staff
 - Sitting at a hole in one
 - Providing directions to guests
 - Selling raffle tickets
 - Welcoming guests
- Provide feedback and evaluation at the end of the event

PERSONAL QUALITIES:

Volunteers should exhibit characteristics of maturity, good communication skills and desire to help.

QUALIFICATIONS & REQUIREMENTS:

- Minimum age of 15
- Willing to:
 - ◆ Participate in Volunteer Orientation.
 - ◆ Sign a confidentiality agreement, non-competition agreement and privacy agreement
 - ◆ Provide 1 reference

REPORTS TO: Event Coordinator

TIME COMMITMENT:

- Online CMHA Orientation

- Event Day – schedule agreed upon

ORIENTATION & TRAINING:

- CMHA On-line Orientation
- Volunteer Handbook

BENEFITS TO VOLUNTEER:

- Volunteers have the opportunity to network with guests and help support the agency through fundraising events

REMUNERATION:

- All expense reimbursements must be approved by Volunteer Services.

APPROVED BY THE DIRECTOR OF ADVANCEMENT: Patti Lauzon

Signature

Date