

# ACT Volunteer Role Description

<b>Position Title</b>	Volunteer Event Assistant (AIDS Walk Toronto 2019)
<b>Supervisor</b>	Special Events Coordinator
<b>Purpose</b>	To report to the Special Events Coordinator and provide assistance to the Fundraising Team at ACT with the planning, execution and organizing of the AIDS Walk Toronto. The AIDS Walk Toronto is one of two Annual Signature Fundraising Events in support of ACT. This year, the AIDS Walk Toronto is shaking things up by hosting our first-ever nighttime walk. This position will provide critical administrative and logistical support to the event. This position would be ideal for any individual who is looking to gain experience in the Fundraising, Volunteer Management and/or Events fields.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Provide administrative and clerical support to the Fundraising department (which includes the crafting of e-communications and social media posts)</li> <li>Assist with various pre/post event logistics</li> <li>Provide support to Special Events Coordinator in planning, executing, setup, and tear down of event</li> <li>Assist with pre-event projects and AIDS Walk promotional events</li> <li>Attend and take minutes at team, production and related committee meetings</li> <li>Assist with answers donor/walker inquiries</li> <li>Other duties, as assigned</li> <li>Adherence to ACT's Policies and Procedures and Volunteer Code of Conduct</li> </ul>
<b>Outcomes/Goals</b>	<ul style="list-style-type: none"> <li>Ensure event critical path is effectively executed</li> <li>Clerical and administrative support for the AIDS Walk is clear, organized and executed</li> <li>Support to Special Events Coordinator and the Fundraising Department in an efficient and professional manner</li> </ul>
<b>Training and Skills Development</b>	<ul style="list-style-type: none"> <li>Orientation provided by Volunteer Resources Coordinator and Special Events Coordinator</li> <li>Volunteer will be responsible for researching and familiarizing self with the AIDS Walk</li> </ul>
<b>Reporting Structure and Support Plan</b>	<ul style="list-style-type: none"> <li>Formal Check-in with Special Events Coordinator once per week</li> <li>Supervision and performance review will be given at the mid-point and completion of the assignment</li> <li>3 week probationary period</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>15-20 Hours per week in June–September</li> <li>Hours can be scheduled anytime between 10AM-6PM, Monday-Friday</li> <li>Occasional weekend and evening work may be required</li> <li>Must be available between 11am and midnight on Saturday, September 14, 2019</li> <li>Start Date: June 1, 2019 (flexible)</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>Work will be done at ACT offices</li> <li>Workstation will be provided with e-mail, computer and telephone</li> <li>Work on September 14 will take place at all event-related sites</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Passion for special events and special event planning</li> <li>Desire to learn more about special events and volunteer management</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong time-management skills with the ability to prioritize multiple projects in a fast-paced environment</li> <li>• Ability to work under pressure, handle competing deadlines, respond promptly to donor/walker/supplier requests</li> <li>• Ability to work, both as a team member and on your own with minimal supervision</li> <li>• Ability to maintain a positive, flexible and responsive attitude</li> <li>• Flexibility to work evenings and weekends when necessary</li> <li>• Ability to communicate, read and write in English</li> <li>• Good organization skills</li> <li>• Proficiency with Microsoft Office</li> <li>• Ability to work in a team environment and with little supervision at times</li> <li>• Prior experience working with Special Events and/or Fundraising (fundraising courses, events courses, and or volunteering at events)</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Special event and event planning experience</li> <li>• Community impact and engagement for a community organization</li> <li>• Non-profit organization experience</li> <li>• Administration experience</li> <li>• Experience with multiple communications platforms (including Constant Contact, Facebook, Twitter &amp; Instagram)</li> </ul>

If you would like to apply for this role, please send a cover letter and resume to **Matt O'Donnell**, Special Events Coordinator: [modonnell@actoronto.org](mailto:modonnell@actoronto.org) by May 31, 2019.