

**EVENT DAY VOLUNTEER
VOLUNTEER POSITION DESCRIPTION**

Canadian Mental Health Association
Windsor-Essex County Branch

Title: Event Day Volunteer
Reports to: Fund Development Officer / Event Coordinator / Director, Communications & Mental Health Promotion
Unit: Advancement
Date Approved: 8 April 2016

*CMHA-WECB is a leader provider and advocate of community mental health services.
We achieve this through treatment, collaboration, education and community engagement.*

POSITION SUMMARY:

Volunteers will assist in the day-of activities of an event for the purpose of raising awareness and 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 a 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:

Fund Development Officer / Event Coordinator / Director, Communications & Mental Health Promotion

TIME COMMITMENT:

- Online CMHA orientation
- Event Day – agreed upon schedule

ORIENTATION & TRAINING:

- CMHA Online Orientation or Event Volunteer Agreement
- 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 the Advancement Director

**APPROVED BY THE DIRECTOR, COMMUNICATIONS & MENTAL HEALTH PROMOTION:
Kim Willis**

Signature

Date