



## Volunteer Position Description

<small>Office use only</small> <b>Date:</b> January 5, 2010	<b>Requested by:</b> Melanie Buchko
<b>Project start date:</b> February 1, 2009	<b>Project Duration:</b> 1 Month

**Multiple Sclerosis Society of Canada Mission:**

To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Position Title	Recruitment Caller (3-5 positions available)
<b>Position Purpose</b>	To recruit new businesses within Saskatoon to participate in the Carnation Campaign.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Perform cold calls</li> <li>Recruit a coordinator to collect pre-sale orders for carnation bouquets within a business</li> <li>Execute calling during business hours</li> <li>Manage time effectively</li> <li>Record and organize call information</li> <li>Access to a telephone</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Strong phone etiquette</li> <li>Polite and pleasant</li> <li>Effective organizational skills</li> <li>Efficient time manager</li> <li>Accurate record keeper</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>February 1 – February 19 or sooner if assignment completed</li> <li>Create your own work hours</li> </ul>
<b>Benefits to Volunteer</b>	<ul style="list-style-type: none"> <li>Option to work from home or MS Society office</li> <li>Flexible hours</li> <li>Opportunity to network with various businesses</li> <li>Reference letter supplied to a successful volunteer experience</li> </ul>
<b>Orientation &amp; Training</b>	<ul style="list-style-type: none"> <li>1 hour training session at the end of January</li> </ul>
<b>Support Materials</b>	<ul style="list-style-type: none"> <li>Cold Call Script</li> <li>Assigned Call List</li> <li>Coordinator recruitment forms</li> </ul>
<b>Application Process</b>	Contact Melanie Buchko, Coordinator of Volunteer Resources and Campaigns, MS Society of Canada, Saskatchewan Division <b>E:</b> <a href="mailto:melanie.buchko@mssociety.ca">melanie.buchko@mssociety.ca</a> <b>P:</b> 306-244-2114 <b>F:</b> 306-665-3376