

Scotiabank MS Walk Organizing Committee Position Descriptions

Purpose:

The Walk Committee is responsible for successfully, planning and leading the Scotiabank MS Walk event in their community. These opportunities are idea for individuals looking to make a more substantial volunteer time commitment and who wish to enhance or share existing expertise in event or project coordination and leadership.

All committee members share in the responsibility of:

- Championing the Walk in their community
 - promoting the event within their network
 - recruiting participants and event day volunteers
- Helping to source sponsorship (cash and in-kind donations) and prizing

Positions Available:

Volunteer Coordinator

- Recruit event day volunteers, ensuring there are enough volunteers to fulfil all event volunteer requirements
- Schedule volunteers into various volunteer positions. Clearly communicating their roles, responsibilities, start/end times before event weekend
- Ensure that all volunteers are checked in on day of event and then directed to their area coordinator for instruction and support
- Monitor volunteers activities and positions during Walk weekend and reposition volunteers as needed to provide best coverage.

Site Coordinator

- Communicate and fulfil all city site requirements with the City Event Coordinator
- With feedback from the committee, review and revise site set-up map based on previous year's debrief report and current year's requirements
- Confirm equipment and site signage needs with other committee members
- Direct loading/unloading of the moving truck
- Direct and support site event day volunteers in set up and tear down of site tents, tables, chairs, signage, finish line, PA system and music, etc.

Media Outreach Coordinator

- Write media releases and stories about the event, event participants and organizers to distribute to local media
- Submit Scotiabank MS Walk details to event listings in local media
- Use resources provided such as template letters, articles and media contact lists adding to them as you find new resources
- Prepare media information kits for day of event

Food Coordinator

- Solicit and pick up food donations for the food tent and rest stops
- Review food tent and rest stop equipment requirements with the site coordinator
- Set up the food service area on event day and provide direction to food tent event day volunteers
- Clean-up and take down the food tent at the conclusion of the event

Entertainment Coordinator

- Secure entertainment for event day, including stage area, start/finish line and children's tent
- Coordinate balloon arch at start/finish line
- Review required equipment with Site Coordinator
- Set up the entertainment areas on event day and provide direction and support to event day volunteers stations in your areas.
- Greet and direct entertainment as they arrive and ensure they have everything they need

Route Coordinator*

- Reconfirm the route and route marshal requirements with the committee
- Review signage and equipment requirements with site coordinator
- Set up route signage and rest stops on event day
- Provide route marshals and rest stop volunteers direction, support and supervision on the event day
- Communicate with first aid and route marshals regarding participant pick-ups, and incidents on route

Check in Coordinator*

- Become familiar with registration procedure
- Set up and take down check-in, money counting and tune-up areas on event day and Saturday early pledge drop-off if applicable
- Supervise, support and train event day check-in tent volunteers
- Arrange two unrelated volunteers to transport all monies received from event site to MS Society office or bank

Skills, Attitudes, Knowledge Required:

- Volunteer recruitment experience is an asset (specific to volunteer coordinator)
- Media and communications experience is an asset (specific to medial outreach coordinator)
- Experience in the respective roles' area of work is an asset
- Strong leadership, communication, organizational and customer service skills
- Proficient with computers including; email, internet searches, word, excel
- Self-motivated/directed and able to fulfil duties on time
- Must be able to do some heavy lifting (tents, tables, chairs)

Training and Orientation:

- Role specific training will be provided for all committee members
- Information on all aspects of the event will be available
- Support documents will be provided

Time Commitment: Attend monthly committee meetings* prior to the event (1 -1.5 hours) and wrap up meeting post event, dates to be determined. The committee will operate from January to May. Committee meetings and work outside committee meetings encompasses approximately 4-12 hours/month depending on role and size of event. Onsite for the event weekend, providing leadership to event day volunteers and oversight for specific area of work.

* Note: The Check in Coordinator and Route Coordinator may join the committee in January or may delay involvement until early April at the discretion of the Chair.

Supervisory Relationships/liaison: Candidate will receive direction from, and liaise with, the Chair. Candidate will interact extensively with other organizing committee members, staff liaison, event day volunteers, participants and members of the community.

Authority/Decision making: Must be comfortable making decisions and problem solving with limited supervision.

Volunteer Benefits:

- Opportunity to work with a dedicated team of leadership volunteers, together creating a meaningful successful event.
- Gain valuable work experience
- Contribute your time and talents in an impactful way for a worthwhile cause
- Reference letter