



# Volunteer Job Description

## Events Administration Support

- Position Summary:**
- Provide support and information to Campaign
  - Ensure accurate tracking of 3<sup>rd</sup> party fundraisers and gift in-kind sponsors
- Responsibilities:**
- Accurate data entry into database
  - Accurate filing of 3<sup>rd</sup> party fundraiser applications and gift in-kind sponsors
  - Follow up phone calls to verify information
  - Drafting of letters of thanks for Campaign Director's signature
- Skills and Qualifications:**
- Knowledgeable in data base programs
  - Excellent keyboarding skills
  - Comfortable with working in more than one database system at the same time
  - Able to multitask with ease and accuracy
  - Attention to detail and accuracy
  - Work in a cohesive team
  - Ability to communicate in a clear and concise manner
  - Excellent telephone etiquette
  - Excellent organizational and time management skills
  - Able to work in busy environment
  - Ability to work with confidential information and maintain an oath of confidentiality and trust
  - Non judgemental
  - The ability and willingness to talk and interact with a variety of individuals
  - A caring and giving attitude
- Time Commitment:**
- 3 hour shifts; Monday to Friday, from mid November to mid December
  - Must commit to at least 4 shifts during this time period
  - First shift is a training shift
- Training Provided:**
- On the job training is provided
- Immediate Supervisor:**
- Campaign Director
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'
  - Networking opportunities
- Location:**
- 2<sup>nd</sup> Floor, 4230 118 Avenue, Edmonton
  - Office is located on the 2<sup>nd</sup> floor. There is no elevator access. The ability to climb stairs is required.
- Outcome:**
- That every 3<sup>rd</sup> Party Fundraiser and In-Kind Donor is dealt with in a pleasant, professional manner
  - That accurate and effective follow through is completed will donors and clients
  - That the volunteer experience be a positive, fun and fulfilling one