



**TITLE: VOLUNTEER EVENT SUPPORT**

**Program:** Fund Development and Communications

**Position Location (full address):** various throughout Thames Valley

**Time Commitment:** varies 2-8 hrs (per event)

**Role Description and Primary Responsibilities:**

Volunteers assist us in a variety of way during events throughout the year. In this role, you will be representing the organization at an information table with brochures, answering general agency questions, providing guidance on how to find us online, virtually, or in person. Some examples of how a volunteer serves in this role include:

- Providing support at a golf tournament at a hole
- Welcoming or registering guests at an event or providing directional support
- Assisting in taking an admission fee or collecting donations
- Maintaining the privacy and confidentiality of any donation received or inquiries about potential donations.
- On occasion, assisting with general administrative tasks, such as counting donations or assisting with distribution of organizational information, issuing a handwritten receipt
- Assisting with an auction by setting up or providing support to an auction check out

**Required Qualifications:**

- Current & Clear Vulnerable Person’s Sector Check.
- Minimum of 19 yrs old age
- 2 written references with contact (1 professional)
- Minimum commitment of 6 months
- Knowledge of mental health and addiction supports
- Driver’s License and access to a vehicle

**Experience & Qualifications:** *(list required and preferred/those that would be considered an asset)*

- Excellent customer service skills and a pleasant demeanor
- Good listening skills and a nonjudgmental attitude
- Reliability and punctuality
- Ability to handle stress and conflict in a calm manner
- Experience working with financial transactions, ie. Square Current WHMIS training which will be offered at the commencement of the position, as well as ongoing trainings which will be offered annually

**Physical and Mental Requirements:**

- Must be able to stand for a few hours at a time.
- Must be able to lift up to 20 lbs

**CLICK HERE TO APPLY NOW:** [Volunteer Application Form \(smartsheet.com\)](https://smartsheet.com)

**Detailed Summary of Position:**

The Fund Development team at CMHA Thames Valley places a tremendous value on the contributions of our volunteers to help us support individuals who walk through our doors seeking services and support each year.

Volunteers with our team play a role in improving the quality of life for those with experiences of homelessness, poverty, mental health, addictions and other complex health issues.

We are proud to include our volunteers as part of our innovative, client- and recovery-focused team. Volunteering with the Fund Development team at CMHA Thames Valley offers the chance for volunteers to gain knowledge about addictions & mental health, to learn of the various services and supports available within the community, and to meet new people and like minded individuals.

**Reporting Relationship:**

Donor Stewardship and Events Coordinator - Outreach Programs  
And/or  
Fund Development and Events Coordinator