



Cancer Assistance Program (CAP) Volunteer Position Description

Position	Event Assistant
Role	<p>Event Assistants support the Event Planning Committee on the day of the scheduled event. Under the direction of the Planning Committee, Event Assistants take on specific roles to ensure the smooth delivery of the event.</p> <p>Annual events include, but are not necessarily limited to the:</p> <ul style="list-style-type: none"> ✓ Cancer Ten Pin Bowl ✓ Golf Classic ✓ Gala ✓ Holiday Bazaar
Tasks	<p>Tasks for which Event Assistants are responsible include:</p> <ul style="list-style-type: none"> • attendance at a pre-event planning meeting, in the weeks leading up to the event, to discuss assigned tasks • supporting the set-up and take-down of the event • taking part in the post-event debrief, during which event successes, challenges and opportunities for improvement are discussed • being familiar with the organization, the event and the way in which proceeds from the event will be used to further the organization’s mandate <p>Responsibilities may also include, but are not necessarily limited to, such things as:</p> <ul style="list-style-type: none"> • greeting and registration of participants/guests • selling draw tickets • monitoring specific activities (e.g., hole-in-one prize holes during golf tournaments, silent auction tables at the annual gala, etc.) • seating guests or directing ‘the flow of traffic’ at various events
Time Commitment	<p>The time commitment for Event Assistants includes:</p> <ul style="list-style-type: none"> • attendance at a pre-event planning meeting, in the weeks leading up to the event • attendance at the event, the day of, and possibly the night prior and/or day following, depending on set-up and take-down requirements • participation in the post-event debrief, typically scheduled to take place within one month following the event
Requirements	<ul style="list-style-type: none"> • excellent customer service skills • excellent communication and listening skills • ability to work as a team member towards a common goal • ability to follow direction and work independently in keeping with the direction given • enthusiasm for fundraising and event facilitation

Initial Screening	<ul style="list-style-type: none"> • known to a member of the Event Planning Committee or an existing staff, volunteer, client, partner, etc. of CAP • provision of at least one character reference
Orientation	Mandatory orientation to the organization and event.
Supervision	<p>Event Assistants report directly to the Event Planning Committee member designated to supervise Event Assistants. The Event Assistant is introduced to his/her supervisor during the pre-event planning meeting.</p> <p>If concerns exist specific to the event, planning for the same or the Event Assistant's supervisor, the Event Assistant is encouraged to speak directly with his/her supervisor. If the Event Assistant's concerns are not resolved, he/she is should address these concerns with the Event Planning Committee Chairperson. If the Event Assistant's concerns are not resolved by speaking with the Event Committee Chairperson, the Event Assistant should address his/her concerns with the Executive Director.</p>
Working Conditions	<p>Planning meetings will typically take place at the CAP house located at 569 Concession Street. On occasion and, if convenient for and agreed to by the committee membership and Event Assistants, meetings may take place at the home of a committee member.</p> <p>During event set-up, delivery and take-down, some lifting and moving of items may be required. This is optional based on ability.</p> <p style="text-align: center;">***CAP is a scent-free environment***</p>
Benefits	<p>Rewards</p> <ul style="list-style-type: none"> • no cost for the volunteer to participate in the event • knowing that as a result of the funds raised, you are breaking down barriers and facilitating access to much needed supports for individuals impacted by cancer • meeting and volunteering alongside an incredible group of compassionate men and women