



Volunteer Opportunity Title: At-Event Volunteer Liaison

Organizational Impact:

- Contributes to the success of the Chapter's largest fundraiser

Position Summary: Identify the number and duties of volunteers specifically needed the night of the Gala

Responsibilities and Duties:

- Identify each Gala Subcommittee's volunteer requirements, i.e. #, duties, skills, training needs
- Liaise with Chapter Volunteer Coordinator to communicate Gala's needs
- Assist Chapter Volunteer Coordinator in developing volunteer training
- Assist in delivery of volunteer training
- Ensure volunteers meet requirements, e.g. age if pouring alcohol during cocktail hour
- Gather emergency contact information and have ready during Gala evening
- Assist volunteers as required, Gala evening
- Promote Gala to family, friends, other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

Preferred Skills / qualifications / experience: Training skills, Organizational skills, Ability to work collaboratively, Time management skills, Communication skills, Motivational skills

Skills Gained: Event planning, Strategic thinking, Team work, Problem solving, working within a budget

Training / Support: Use of previous event templates and materials, Gala Committee & Chair

Additional Checks: none

Time Commitment: Monthly Committee Meetings - Sept to March, Independent Work - Sept to March, Gala Attendance

Start / End Dates: September to March

Start / End Time: Monthly Meetings: Weeknight 6:30-8:30 pm, Independent Work: Jan 2 hour/month; Feb 4 hour/month, Gala Attendance: Friday evening

Number of Positions: 1

Opportunity Location: Monthly Meetings: Chapter Office, Wpg Independent Work: Offsite, email, phone

How to Apply: Please submit a volunteer application



Canadian Hemophilia Society Manitoba Chapter



Contact Name: Christine Keilback

Title/Role in Program: Chair of the Gala Committee

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