

Job Description - Fundraising Volunteer

Purpose of the Position:

To support the organization in its fundraising efforts while maintaining participant and agency confidentiality.

Reporting

Director of Fund Development

Responsibilities

Fundraising Volunteers may be engaged in variety of activities such as, but not limited to those noted below:

1. Administration

- Administrative tasks or projects i.e. photocopying, word processing, filing
- Identify and build relationships with donors, sponsors and volunteers at the direction of the Director of Fund Development

2. Promotion and Publicity

- Develop promotional materials and content
- Distribute promotional materials
- Deliver presentations
- Attend cheque presentations

3. Events

- Develop local/community fundraising and awareness events
- Attend community events, meetings or conferences to promote organizational goals or solicit support
- Sell tickets/merchandise
- Pickup/deliver supplies and equipment
- Set-up/Clean-up

General Volunteer Requirements

- Must not have received services from The Bridge Youth & Family Services in the last 24 months
- Must refrain from engaging in personal relationships with participants for a minimum of 24 months following participants discharge from service.
- Vulnerable Sector Police Clearance Certificate and maintaining of clearance requirements during course of volunteering
- Completion of Volunteer Orientation session
- CPR, First Aid and Food Safe Certification would be an asset

Range of Qualifications and Core Competencies that may be required for assigned Volunteer position:

- Effective listening and communication skills
- Ability to demonstrate empathy and non-judgmental approach with participants
- Ability to maintain appropriate personal boundaries
- Knowledge and skills in the use of cleaning supplies and kitchen equipment
- Experience with safe food handling practices

- Ability to work both cooperatively as a team member and independently
- Ability to concurrently manage and complete multiple duties, prioritizing as required
- Computer literacy in word processing using Windows applications
- Previous fundraising experience would be an asset

Physical / Mental Effort:

Based on work schedule and responsibilities of position the frequency of the following tasks will vary according to need:

- Changing priorities and work flow to accommodate needs of others, and imposed deadlines
- Sitting or standing for long periods of time
- Working independently
- Ability to lift up to 30lbs unassisted i.e. children, boxes of supplies, other facility maintenance tasks

Working Conditions:

- Busy environment with many interruptions
- Varied facility sites
- Indoor and outdoor, inclement weather
- Travel off-site as necessary

Volunteer Training to be provided:

1. Volunteer Orientation
2. Position / Activity Specific as required