



# Special Events Volunteer

Are you an organized individual who enjoys helping out at fun-filled and rewarding special events and fundraisers? If so, you may be interested in becoming a part of our Special Events Volunteer Team. Several special events are organized each year where volunteers are needed to assist with organizing and running events such as golf tournaments, diversity day events, racquet club events, dragon boat races and, most importantly, our annual fundraising event, the Stardust Gala. Funds raised at these events go towards providing programs for children and youth in care such as bursaries, camps, education programs and seasonal gifts through the Children's Aid Foundation of Halton.

Role	Time Commitment
<ul style="list-style-type: none"> <li>• Help organize and coordinate one or more of our fun-filled annual fundraising events.</li> </ul>	<ul style="list-style-type: none"> <li>• Dependent on requirements of each event as it arises.</li> </ul>
Major Responsibilities	Requirements/Qualifications
<ul style="list-style-type: none"> <li>• Assist with set-up and take-down of special events.</li> <li>• Help secure donations for silent and live auctions for some events.</li> <li>• Help secure sponsorships for some events.</li> <li>• Assist with fundraising activities that may include mailings, filing, telephone calls and organizing events with other groups.</li> <li>• Distribute posters and brochures about our fun-filled events.</li> <li>• Assist with event logistics such as displaying items, registration and cashing-out.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Halton area.</li> <li>• Excellent social skills.</li> <li>• Good verbal communication skills.</li> <li>• Good time management and organization skills.</li> <li>• Complete a Vulnerable Sector Screening.</li> <li>• Adhere to the guidelines of the Halton Children's Aid Society's Code of Conduct.</li> <li>• Patience, sense of humour and a caring personality.</li> </ul>
Team Support and Training Provided By	Who Are You?
<ul style="list-style-type: none"> <li>• Executive Director, Partnership/Program Development Coordinator and Board members of Children's Aid Foundation of Halton.</li> <li>• Supervisors of Volunteer Services.</li> </ul>	<ul style="list-style-type: none"> <li>• A team player who possesses leadership qualities</li> <li>• Enthusiastic and energetic</li> <li>• Reliable and punctual</li> <li>• Motivated</li> <li>• Accountable</li> <li>• Outgoing; enjoy meeting new people</li> <li>• Calm and cope well under pressure</li> </ul>

## For More Information

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