



Volunteer Job Description - Special Events Committee Volunteer

Summary of Position:

The Special Events Committee Volunteers will provide support in the planning and implementing of Special Events activities and events with the goal of raising the profile of the Kelowna Fire Museum and Education Centre and developing fundraising opportunities.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Proven organizational and leadership abilities
- Strong problem-solving and teamwork skills
- Ability to generate and implement Special Events strategies
- Experience in Special Events and marketing skills is an asset, but not required
- Ability to delegate tasks to others
- Strong interpersonal and communication skills
- Creativity
- Ability to manage details
- Dedicated individual who is committed towards a great cause.

Responsible To: Director of Volunteers and Donor Relations

Primary Responsibilities:

- Attend monthly Committee meetings.
- Co-ordinate one annual Special Events event.
- Establish a strategic plan for future events.
- Assist with the tasks associated with Special Events (i.e. selling tickets, dropping off and picking up materials, advertising, etc.).

Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations to plan activities, monitor progress and provide data, background information and problem-solving support.

Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment:

Fixed Time: Special Events meetings are held at a pre-determined time, convenient for all members in the Committee. *Flexible Time:* For Special Events related tasks, approximately three hours per month, varying according to personal preference, with an increase of hours as the event nears.

Length of Commitment: minimum 6 months

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: October 2009