Volunteer Coordinator
Run Committee – Logistics Stream
Volunteer Position Description

Position Summary
The Volunteer Coordinator is responsible for the recruitment, scheduling, management and recognition of volunteers for the CIBC Run for the Cure events. The Volunteer Coordinator is responsible for maintaining the Better Impact volunteer database for their run site and enforcing the Foundation’s Volunteer Policies with all Run Volunteers at their run site. They will act as the liaison between all local volunteers, CBCF and Foundation staff.

As a member of the logistics stream of the Run Committee the Volunteer Coordinator reports to the Run Director, Logistics.

Roles and Responsibilities
• Identify volunteer needs for the CIBC Run for the Cure including volunteers to support promotional and registration events, as well Run Day. Working in conjunction with all Coordinators, recruit/manage volunteers for all positions.
  ▪ Work with committee members to identify Run Day, and pre/post-event volunteer roles and requirements including skills required and training/orientation needs.
  ▪ Determine plan and timelines for the recruitment and placement of volunteers.
• Enter all volunteer position requirements (position, number required, schedule etc) in the Better Impact volunteer software.
• Ensure all volunteers have signed the volunteer application and all required policy forms either online/offline:
  ▪ Enter all offline volunteer applications into the volunteer management software and adhere to privacy policies when disposing of documents containing volunteer’s personal information.
• Respond to volunteer inquiries (email/phone) in a timely manner, ensuring high service standards are adhered to.
• Schedule volunteers, communicate with volunteers as to role requirements, meeting points and necessary details and provide updates and reports to committee members, as required.
• Manage the Volunteer area on Run Day to ensure:
  ▪ Volunteer sign-in.
  ▪ Volunteer T-shirts are distributed.
  ▪ Volunteer appreciation gift is distributed.
  ▪ Volunteer hour verification forms are signed.
  ▪ Volunteer information lists are available (i.e. emergency contacts).
• Following the CIBC Run for the Cure, update volunteer records to include volunteer hours in the Foundation’s volunteer management database.
• Create and maintain a Master Plan to be shared with the Co-Run Directors annually, including:
  ▪ Contacts, activities and timelines.
  ▪ Identified issues, challenges and opportunities for future planning and succession planning.
  ▪ Post CIBC Run for the Cure analysis, with a copy given to the Co-Run Directors.
Time Commitment

- Active participation in monthly Run Committee meetings (May to July) and biweekly meetings August through October.
- Weekly commitment averages 2-6 hours per week with an increased commitment from July to October while you are regularly monitoring the volunteer email account and Better Impact volunteer database.
- Mandatory attendance on both Saturday and Sunday of Run weekend.
- Attend training and conference calls as required.

Qualifications

- Strong organizational, time management and communication skills.
- Proven experience successfully leading a team of volunteers.
- Well developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with volunteers.
- Regular access to a computer and internet. Possess highly developed computer skills. Preference to those with experience working with Better Impact software.

Benefits and Opportunities

- **Training:** Career/personal development in volunteer management.
- **Connections:** Expand your professional and personal network.
- **Credibility:** Prestige of being a member of the committee that plans and executes the largest single-day, volunteer-led event in your community dedicated to raising funds for breast cancer research, education and awareness programs.
- **Recognition:** Receive attention and publicity for you (and your company if applicable).
- **Impact:** Contribute to the Foundation’s vision of creating a future without breast cancer.