



## **VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Fundraising Volunteer

**Supervisor(s):** Volunteer Coordinator; Director of Fundraising

**Goal:** To help raise money for the Centre through various fundraising events.

**Duties:**

- Organize items to prepare for various fundraisers (craft sales, book sales, puzzle sales, etc.)
- Ensure all sale items are packaged as needed and priced accordingly
- Assist with set-up and take down, before and after events
- Sell items throughout events and restock items as needed
- Handle cash transactions
- Cash count at the beginning and end of shift for reconciliation

**Time Commitment:** Varies depending on the number of fundraising activities per year; shifts may be 2 – 4 hours on average; but as long as 6 – 8 hours at maximum. Shifts are scheduled in advance.

**Requirements (skills, abilities, knowledge):**

- Must be able to work independently with little-to-no supervision
- Organizational skills
- Excellent customer service skills
- Friendly, positive attitude
- Ability to handle money with confidence
- Comfortable standing or sitting for extended periods of time
- Knowledge and experience working at fundraising events

**Orientation & Training:**

- Pre-screening with Volunteer Coordinator
- No specific orientation or training. Follow directions provided by staff or Fundraising Director before or at the event

**Benefits to Volunteer:**

- Opportunity to maintain existing skills and learn new skills
- Accumulate volunteer hours
- Social interaction



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- Receive a coffee chit for each worked shift of minimum 2 hours
- Opportunity to give back to the community
- Help raise money for the Centre