



Saturday May 8th, 2010 at the Crystal Garden (Victoria Conference Centre)
Reception, Silent Auction & Grazing 6:30 pm - Live Auction 8:00 pm - Monopoly Tournament 8:30 pm

Volunteer Position - Event Assistant

Assignment	Monopoly Madness Fundraiser – May 8 th , 2010
Purpose / Objective	<p>Monopoly Madness is a large fundraising gala featuring a 90-minute Monopoly Tournament, reception, a boardwalk of delectable food, and auctions in support of the B.C. Paraplegic Association and Boys and Girls Club Services of Greater Victoria. It netted over \$103,000 in 2009. Visit www.monopolymadness.ca to learn more about the event.</p> <p>Event volunteers will support the smooth and successful running of this fundraising event through assisting with event set-up, registration, auctions, other fundraising activities, the tournament and clean up. The organizers depend on around 80 volunteers to put on this event.</p> <p>Boys & Girls Clubs' mission is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. We carry out fundraising activities to help support our programs as well as raise community awareness about our organization. Volunteers are vital to the success of our fundraising activities.</p> <p>The B.C. Paraplegic Association (BCPA) assists persons with spinal cord injuries and other physical disabilities to achieve independence, self-reliance and full community participation. In addition to delivering rehabilitation counselling services, BCPA's dedicated staff and volunteers are very active throughout the community in promoting universal access, employment opportunities for persons with disabilities, integrated and affordable housing options and accessible public transportation.</p>
Location	Victoria Conference Centre, Crystal Garden
Tasks	<ul style="list-style-type: none"> • Tasks vary according to shift time and assignment • Volunteers may be involved in one or more of the following: <ul style="list-style-type: none"> ▪ Event set-up (some lifting of heavy items required) ▪ Volunteer registration and stewardship ▪ Greeting guests & coat check ▪ Guest Registration/ Auction cashier (must have excellent IT skills – preferably experience with event software and excel) ▪ Chance bag and plush toy sales ▪ Live Auction spotters (must have previous auction experience) ▪ Runners ▪ Monopoly Tournament fill-in players ▪ Monopoly Tournament Bankers ▪ Shuttle driver (must have Class 4 license) ▪ Guest Farewell ▪ Clean-up (some lifting of heavy items required)



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Qualifications / Skill Requirements	<ul style="list-style-type: none"> • Good interpersonal and team work skills • A variety of positions will be available to suit volunteers with different skills and experience • Enthusiasm and belief in our mission
Time Commitment	<ul style="list-style-type: none"> • Saturday May 8th, 2010 • Orientation session either April 28th or 29th, 2010 • Some duties on May 8th during the day for those available
Training / Support provided	<ul style="list-style-type: none"> • Detailed volunteer information pack provided prior to event • Orientation/training session • Supervision and support from volunteer coordinator and team leaders
Supporting policies	<ul style="list-style-type: none"> • Special event volunteer application form • Telephone or in-person interview • Provide two references • Participate in training/orientation session • Read and agree to volunteer position description, rules, guidelines • Sign and read code of ethics policy
Working conditions	<ul style="list-style-type: none"> • Length of shift and duties agreed on before event • Separate volunteer room and volunteer parking (free)
Benefits	<ul style="list-style-type: none"> • Dinner and refreshments • Free parking during event • Volunteer appreciation program • Be part of a fantastic event and a positive change in your community!
Supervisor	Volunteer Coordinator and Volunteer Team Leaders
Contact	Sarah Hancock – Event Volunteer Coordinator
Telephone	(250) 384-9133 ext. 215
Email	shancock@bgcvc.org
Website	http://www.bgcvic.org/volunteer/info_and_application.htm