



**Boys & Girls Club**  
**Services of Greater Victoria**  
 A good place to be

## Volunteer Position – Fundraising & Special Events

Purpose / Objective	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.
Location	Event location
Key Responsibilities	<ul style="list-style-type: none"> <li>• Assist with fundraising activities, usually at special events e.g Monopoly Madness, Adventure Camp Carnival, Summer BBQs, Golf tournament</li> <li>• Volunteers may be asked to help with set-up, the event itself, and tear down</li> <li>• Volunteers may occasionally be asked to assist with publicity, mail-outs, sponsorship request follow-ups and other activities prior to the event</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Good interpersonal skills and confidence speaking about the event in person or on the phone</li> <li>• A variety of positions will be available to suit volunteers with different skills and experience</li> <li>• Enthusiasm and belief in our mission</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• Dependent on the type of event, plus the interest and availability of the volunteer</li> <li>• Usually a day's commitment for each event</li> </ul>
Training / Support provided	<ul style="list-style-type: none"> <li>• Agency and event specific orientation (as needed)</li> <li>• Supervision and support from supervisor and volunteer coordinator</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Develop skills and experience</li> <li>• Experience personal growth, learning and rewards</li> <li>• Be part of a fantastic event and a positive change in your community</li> <li>• Volunteer appreciation program, including end of year socials</li> </ul>
Supervisor	Volunteer Coordinator and event organizer
Contact	Sarah Hancock – Volunteer Coordinator
Telephone	(250) 384-9133 ext. 215
Email	<a href="mailto:shancock@bgcvc.org">shancock@bgcvc.org</a>
Website	<a href="http://www.bgcvc.org/volunteer/info_and_application.htm">http://www.bgcvc.org/volunteer/info_and_application.htm</a>