

**MISSION**

Providing free services and supports to those affected by cancer.

**PURPOSE**

To support in the smooth execution and positive participant experience of Cancer Assistance Program (CAP) signature fundraising events (CARE Walk & Roll, Golf Classic, 9 & Dine, Gala, Spring Fundraiser)

**ACCOUNTABILITY**

Manager, Volunteer & Client Services, Manager, Fund Development and/or Coordinator, Special Events & Community Fundraising.

**RESPONSIBILITIES MAY INCLUDE ONE OR MORE OF THE FOLLOWING**

* Assist with setting up tables, chairs, signage, and other event materials
* Register & welcome attendees and provide with necessary information and materials
* Help guide attendees to various event locations and answer any questions they may have
* Assist with the facilitation of event activities
* Help with the distribution of food and beverages
* Assist with event cleanup, pack up materials, and ensure the venue is left in good condition.
* Perform other tasks as assigned by event coordinators

**EXPECTATIONS**

* Follow all of CAP’s policies and procedures
* Maintain a professional manner and appearance
* Provide feedback, share ideas and concerns

**QUALIFICATIONS**

* Comfortable interacting with a diverse group of attendees and providing excellent customer service.
* Able to work collaboratively with other volunteers and event staff.
* Dependable and able to commit to the full duration of the event.
* Willing to take on various tasks and adapt to changing circumstances.
* Comfortable with physical tasks such as lifting, standing, and walking for extended periods.

**TIME COMMITMENT**

* Attend pre and/or post event planning meeting when necessary: 1 hour each.
* Attendance at the event – Up to 12 hours

**BENEFITS**

* Contribute to a meaningful and impactful event
* Satisfaction knowing your efforts help support access to cancer care for individuals living with cancer
* Meet and volunteer alongside an incredible team of compassionate people
* Gain hands on event experience