

OUR PLACE PEEL

POSITION DESCRIPTION

POSITION TITLE: Raising the Roof Committee Co-Chair

POSITION REPORTS TO: Shelter Manager/Executive Director

DATE PREPARED: April 2013

NUMBER OF POSITIONS: 1-2

TIME COMMITMENT: November-March

Raising the Roof Committee Co-Chair

As the Raising the Roof Committee co-chair you will work alongside the Executive Director in developing and implementing the Raising the Roof Campaign, which will help raise funds and awareness for Our Place Peel.

- Reports to: Executive Director
- Date Prepared: April 2013
- Number of Positions: 1-2
- November - February

Skills/Abilities

- Experience and knowledge in effective techniques in fundraising initiatives
- Strong communication skills and proven active listening
- Innovative and creative thinker when it comes to fundraising and engaging in the community
- Ability to lead, organize and deliver fundraising activities
- Must be energetic and outgoing
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- Organized and detailed oriented
- Comfortable speaking in front of others in a group or one to one setting
- Able to work independently with minimal supervision
- Knowledge and awareness of vulnerable youth who are at risk
- Proficient in using Microsoft office and other computer programs
- Police Check required

Duties Responsibilities and Related Tasks

- Meets regularly with Executive Director
- Co-Chairs alongside the Executive Director a committee of volunteers
- Responsible for assisting in creating a plan to help deliver Our Place Peel Raising the

Roof Fundraising Campaign

- Will actively participate in selling of the toques
- Available to work various hours and days, such as evenings, weekends and early mornings
- Will assist in leading a team of volunteers to help co-ordinate on the day of selling the toques

If you are interested in volunteering with our organization, please send us an updated resume and cover letter to: volunteer@ourplacepeel.org