



JOB DESCRIPTION

Volunteer

Position Title: Shinerama and Terry Fox Events Coordinator

Term of Office: May 1- October 31

Supervisor: Shinerama and Terry Fox Coordinator

Remuneration: Volunteer

Hours of Work: 10 hours per week (minimum)

General Scope of Duties

Assist the Shinerama and Terry Fox Coordinator in planning, promoting and executing events for both the Shinerama and Terry Fox campaign. It is recommended that the Events Coordinator be in Hamilton over the summer months in order to effectively plan summer fundraising initiatives.

Major Duties and Responsibilities

Category	Percent	Specifics
Responsibilities	100%	<ul style="list-style-type: none"> ▪ Assist Shinerama and Terry Fox Coordinator to develop, organize and execute all events under both campaigns; ▪ Prepare detailed event planning documents and guidelines ▪ Assist Shinerama and Terry Fox Coordinator in planning the Charity Golf Tournament ▪ Assist Shinerama and Terry Fox Coordinator in planning a Terry Fox garage sale during May at Mac ▪ Work with the Shinerama and Terry Fox Coordinator to ensure that the budget for events aligns with the service budget ▪ Retain financial records for any purchases and expenses related to Shinerama and Terry Fox to ensure reimbursement ▪ Provide a transition report for the incoming Shinerama and Terry Fox Events Coordinator; ▪ Attend regularly scheduled executive meetings. ▪ Maintain strong communication with the Shinerama and Terry Fox Coordinator and fellow executives ▪ Other duties as directed by the Shinerama and Terry Fox Coordinator

Knowledge, Skills and Abilities

- Organization and time management skills
- Strong communication, influencing and motivational skills
- Creativity in planning and promoting events
- Problem solving under stressful conditions to provide solutions for any unforeseen issues that may arise
- The ability to work well within in a team and cross functionally with other teams or supporting groups
- Strong working knowledge of the McMaster campus, including space booking procedures, is an asset but not required

Effort & Responsibility

- Effort required to be detail and results oriented
- Flexibility to balance workload requirements through the various stages of event planning and execution
- Management of staff, volunteers and sponsorship groups to ensure timelines and deliverables are met
- Effort required to engage participants in a meaningful and thoughtful way to create an enriching experience for all
- Effort required to build relationships with sponsors and external supporting groups
- Maintain a positive image of the MSU

Working Conditions

- Time demands may exceed the hours stated, particularly during times preceding major events and activities
- Office space is shared

Training and Experience

- Event planning or project management experience is an asset
- Leadership and teamwork experience
- Previous fundraising experience is an asset
- Experience with Risk Management and EOHSS is an asset but not required
- Training specific to Shinerama and Terry Fox will be provided

Equipment

- Personal computer