JOB DESCRIPTION

Volunteer

Position Title:	**Shinerama ~~and Terry Fox~~ Sponsorship Coordinator(s)**
Term of Office:	~~May 1 – October 31~~April 1 – September 30
Supervisor:	Shinerama ~~and Terry Fox~~ Campaign Coordinator
Remuneration:	Volunteer position
Hours of Work:	10 hours per week (minimum)

General Scope of Duties

Assist the Shinerama ~~and Terry Fox~~ Campaign Coordinator in obtaining sponsorship for the Shinerama ~~and Terry Fox~~ campaigns. It is recommended that the Sponsorship Coordinator(s) ~~is~~are available and in Hamilton for the summer.

Major Duties and Responsibilities

Category	Percent	Specifics
Responsibilities	100%	▪ Assist Shinerama ~~and Terry Fox~~Campaign Coordinator with all events and programs; ▪ Contact and organize internal and external sponsorships; ▪ Help contact locations for shine day in conjunction with the Shinerama Campaign Assistant; ▪ Develop sponsorship packages in conjunction with the ~~Marketing and Promotions~~Media + Design Coordinator; ▪ Provide a transition report for the incoming Shinerama ~~and Terry Fox~~ Sponsorship Coordinator(s); ▪ Attend regular exec meetings.

Knowledge, Skills and Abilities

- Organization and time management skills
- Strong communication skills
- Creativity
- The ability to work well with others as part of a team

Effort & Responsibility

- Responsible for increasing collaborative fundraising initiatives amongst MSU departments, especially clubs and services

Approved EB 13-26

Working Conditions

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

Training and Experience

- Fundraising experience
- Leadership and teamwork experience
- Specific and further training will be provided

Equipment

- Shared computer
- Telephone
- Fax machine