



Volunteer Job Description: Event Administrative Volunteer

Reports To: Advancement Coordinator

Overall Purpose: *Power To Be* is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Advancement team collectively works to further the impact and objectives of the organization through fundraising events and initiatives.

Event revenue is crucial to supporting our mission. On May 27-29th 2022, *Power To Be* will be hosting "Power To Summit" a virtual expedition event up Mt. Everest pushing team's limits to fundraise, climb and work together all in the support of *Power To Be*. We are looking for an organized individual with an interest in events to help with some overarching administrative support for the teams participating in this Power To Summit event.

SPECIFIC JOB RESPONSIBILITIES:

Virtual Volunteer Support

- Racer communications and tracking
- E-mail teams with event updates
- Following up on racer registration
- Confirming racer kit delivery addresses
- Following up on waiver signing
- Pulling e-mail lists and support racers with race roster
- Event Social Media engagement and tracking
- Post event Stewardship

Tentative In-person Activation Station Support

- Supporting setup/take down of in-person activation station
- Engaging with racers and answering questions
- Other responsibilities as needed

Requirements: The Event Administrative Volunteer is expected to be available to support the event starting in March through to June 2022. Applicant must be personable, organized, and able to work well in a team environment. The successful candidate will have related work or educational experience in administrative work and/or fundraising. As per the Ministry of Justice requirements, volunteer positions are contingent on a successful criminal record check. As this position will be virtual and will utilize internal event management and fundraising tools, the candidate will be asked to complete all volunteer work on a *Power To Be* computer which will be lent out.

Assets: The ideal candidate enjoys an outdoor lifestyle and has aligning values with *Power To Be*. Previous experience with Social Media platforms, Microsoft Office suite, databases specifically RaceRoster is an asset but not required.

Terms of Volunteer Placement:

Location: Virtual with possible in-person opportunity – Vancouver based

Length of Term & Hours: March – April 30th & May 30th- mid June, 2-4 hours per week. May 1st – May 29th, 4-8 hours per week. Days and specific length of hours are flexible and to be worked out with candidate. Volunteer must be available during the event weekend May 27th-29th.

To Apply: Please send a resume and expression of interest to Ashleigh Hawes, Volunteer & Impact Lead ahawes@powertobe.ca