

## **Volunteer Opportunities at Calgary Apraxia** (Updated Feb 2025)

### **General Volunteer**

#### **Description**

As a General Volunteer, you will be contacted by our Volunteer Coordinator at least one month before each event. During the event, you will work closely with the Event Leader and Volunteer Coordinator. Your role may vary for each event but will always be clearly outlined in advance. Responsibilities can include assisting at registration and check-in tables, guiding activities, helping with food distribution, or facilitating interactions between children and families.

#### **Key Responsibilities**

- Communicate with the Volunteer Coordinator and Event Leader regarding attendance, questions, or concerns.
- Arrive early and stay for extended hours to assist with event setup and cleanup.
- Carry out assigned tasks as directed by the Event Leader.

#### **Requirements**

- Completion of the onboarding process.
  - Police Information Check (a letter from Calgary Apraxia will be provided for a discount).
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### **Camp CHAoS Volunteer**

#### **Description**

As a Camp Volunteer, you will commit to a level of support based on availability (e.g., substitute, outings, full week, multiple weeks). You will help facilitate interactions among campers, engage in activities and outings, and support a fun and inclusive camp environment. This role involves longer, active days and requires an engaged, dedicated, and enthusiastic individual.

#### **Key Responsibilities**

- Attend planning and training sessions.
- Be present during camp hours.
- Communicate with the Camp Director and Lead Aide regarding attendance, questions, or concerns.
- Provide effective supervision and support to children.
- Assist with the planning, execution, and cleanup of daily camp activities.

#### **Requirements**

- Completion of the onboarding process.
  - Police Information Check (a letter from Calgary Apraxia will be provided for a discount).
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### **Step Up for Apraxia Volunteers**

***This event is a larger event and has a wide range of volunteers. This opportunity runs from November – May.***

## **Tech / Media Team**

### **Description**

The Tech / Media Team plays a key role in supporting Calgary Apraxia’s online presence and event promotion. The team consists of **two leads**—one for website design and one for social media—along with **1-2 support volunteers** for social media. Volunteers in this team will help manage event registration, update website content, and create social media engagement leading up to the event.

### **Key Responsibilities**

#### **Web Design Lead:**

- Commit to an **8-month part-time** role
- Collaborate with the Volunteer Coordinator and Walk Director to develop a detailed, branded, and user-friendly event registration platform
- Perform bi-weekly updates of sponsor logos, listings, and event details as provided.
- Manage and schedule event reminder emails for:
  - Incomplete registrations
  - Event reminders at 1 month, 2 weeks, and 1 day before the event

#### **Social Media Lead & Support Volunteers:**

- Commit to a **6-month part-time** role, with an increased workload 3-4 weeks before the event
- Promote Apraxia Awareness Day and maintain engagement leading up to the event
- Post regular updates following a pre-established social media schedule (set by the Walk Coordinator)
- Prepare and distribute a press release:
  - Draft 3 weeks before the event, send out closer to the event date
- Post event follow-ups, including thank-you messages, photos, and highlights

### **Requirements**

- Experience in web design or social media management is an asset
- Completion of the onboarding process
- Ability to work collaboratively and meet deadlines

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## **Hospitality Team**

### **Description**

The Hospitality Team ensures a welcoming and organized experience for participants and sponsors. This team consists of **two team leads** and **2-3 support volunteers**. Responsibilities include tracking participant and sponsor details, distributing event materials, and managing post-event follow-ups.

### **Key Responsibilities**

#### **Participant Hospitality:**

- Commit to a **6-month part-time** role, with an increased workload 3-4 weeks before the event
- Maintain and update a shared Google Sheet to track:
  - Apraxia Heroes'
  - Other child participants
  - Donors of \$100 or more
- Coordinate with the design team to ensure every Hero receives a certificate
- Ensure each Hero receives a t-shirt, certificate, and cape
- Send out an electronic survey to volunteers and participants two days post-event

### Sponsor Hospitality:

- Commit to a **6-month part-time** role, with an increased workload 3-4 weeks before the event
- Track sponsor t-shirt requests and retrieval
- Maintain sponsor records for tax receipts
- Personally thank each sponsor, acknowledging their specific contribution, and follow up with a mailed thank-you letter and certificate

### Requirements

- Strong attention to detail and organization skills
- Comfort using Google Sheets for tracking and updates
- Completion of the onboarding process
- Must be available for event day participation

## Design & Promotional Team

### Description

The Design & Promotional Team is responsible for creating visual materials to enhance event branding and engagement. This team consists of **one team lead** and **two support volunteers** who will design promotional materials, event signage, and activity resources while collaborating with the Social Media team for online content.

### Key Responsibilities

- Commit to a **8-month part-time** role
- Assist with the design of the event platform, banners, t-shirts, and sponsor logos/names
- Create stickers, handouts, and official event signage
- Design and prepare materials for event-day activities (e.g., scavenger hunt books)
- Collaborate with the Social Media team to develop engaging post ideas

### Requirements

- Experience with graphic design or marketing is an asset
- Creativity and attention to detail
- Ability to work collaboratively and meet deadlines
- Completion of the onboarding process

## Sponsorship Procurement Team

## Description

The Sponsorship Procurement Team is responsible for securing financial and in-kind support from businesses, organizations, and individuals. This team consists of **two team leads**—one for Entertainment/Food/In-Kind Donations and one for General Financial Sponsorship—as well as a minimum of **three support volunteers** (more are welcome!). Volunteers will help with outreach, tracking sponsorships, and ensuring sponsors receive proper recognition and documentation.

## Key Responsibilities

- Commit to a **6-month part-time** role
- Personalize and send sponsorship request letters via email
- Tracking outreach efforts in Google Sheets
- Maintain a record of secured sponsorships and coordinate with the Hospitality Team
- Follow up with sponsorship requests
- Document all outreach efforts
- Assist sponsors in finalizing donations, and sponsorship forms

## Requirements

- Strong communication and organizational skills
  - Comfort with email outreach and basic Google Sheets tracking
  - Willingness to make follow-up calls when necessary
  - Completion of the onboarding process
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## Raffle & Swag Bag Organizer Team

### Description

The Raffle & Swag Bag Organizer Team is responsible for securing, organizing, and distributing raffle prizes and swag bags for the event. This team consists of **one team lead** and **three support volunteers**. Volunteers will assist with donation outreach, tracking, and preparation, ensuring a smooth experience for both donors and participants.

### Key Responsibilities

#### Team Lead:

- Commit to a **6-month part-time** role, with an increased workload 3-4 weeks before the event
- Track all donations and work with the Hospitality Team
- Collect all prizes and donations from volunteers, ensuring a variety of items suitable for all ages
- Organize and fill swag bags prior to the event
- Manage the raffle table

#### Support Volunteers:

- Commit to a **6-month part-time** role, with an increased workload 3-4 weeks before the event
- Personalize and send donation request letters via email and track in Google Sheets
- Follow up with each request

- Keep records of who has been contacted, their responses, and the items/donations collected, including donation values
- Wrap prizes or print certificates as needed for display at the event

## Requirements

- Strong organizational and communication skills
  - Comfort with email outreach and basic Google Sheets tracking
  - Ability to store and organize raffle prizes and swag bag items
  - Completion of the onboarding process
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## **Board Member Volunteers**

### **Finance Assistant**

#### **Description**

This volunteer role provides crucial support to the **Director of Finance**, assisting with financial tracking, bookkeeping, and reporting. The role requires participation in **monthly board meetings** and ongoing communication to ensure the charity's financial records remain accurate and up to date.

#### **Key Responsibilities**

- Assist the Director of Finance with bookkeeping, budget tracking, and financial reporting
- Help manage day-to-day financial transactions
- Support the preparation of financial documents and reports for monthly board meetings
- Participate in charity events, providing financial support and guidance as needed

#### **Requirements**

- Strong organizational and financial skills (experience in bookkeeping or accounting is an asset)
  - Comfort with spreadsheets and financial tracking software
  - Commitment to monthly board meetings and ongoing communication
  - Completion of the onboarding process
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### **Fundraising Assistant**

#### **Description**

The Fundraising Assistant plays a key role in supporting the **Director of Fundraising** by engaging with donors, researching funding opportunities, and assisting with fundraising campaigns. This position requires strong communication skills and a proactive approach to donor outreach and event support.

#### **Key Responsibilities**

- Lead a letter-writing campaign to engage potential and past donors
- Manage outreach to past donors to maintain relationships and encourage repeat donations

- Assist the Director of Fundraising in researching new funding opportunities and supporting grant applications
- Help organize fundraising events and campaigns throughout the year
- Attend charity events to support the fundraising team and engage with donors

## **Requirements**

- Strong written and verbal communication skills
  - Experience or interest in fundraising, donor relations, or nonprofit development
  - Ability to manage outreach efforts and track donor engagement
  - Commitment to attending fundraising events and supporting campaigns
  - Completion of the onboarding process
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## **Volunteer Coordinator**

### **Description**

The Volunteer Coordinator is responsible for recruiting, onboarding, and managing volunteers for various events and activities. This role ensures volunteers have clear role descriptions, appropriate documentation, and a positive experience while contributing to the charity's success.

### **Key Responsibilities**

- Recruit, onboard, and manage volunteers for events
- Ensure each volunteer has a clear role description and expectations
- Ensure all volunteers have up-to-date documents (e.g., police check, policies and procedures)
- Develop strategies to retain long-term volunteers, beyond just "day of" events
- Ensure sufficient volunteer coverage for charity events and programming
- Send thank you notes to volunteers as needed
- Attend key events to oversee volunteer teams and ensure smooth operations

### **Requirements**

- Strong organizational and communication skills
  - Experience in volunteer management or coordination is an asset
  - Ability to work independently and as part of a team
  - Commitment to ensuring a positive experience for volunteers
  - Completion of the onboarding process
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## **Social Media/Website Maintenance**

### **Description**

The Social Media/Website Maintenance role is responsible for managing and updating the charity's social media platforms and website. This includes creating regular content, responding to inquiries, and ensuring all information is current and aligned with the charity's campaigns and events.

\*Note: This role can be split between 2 roles, Social Media Coordinator and Website Maintenance

### **Key Responsibilities**

- Commitment period: September - August
- Manage and update all social media platforms (Facebook, Instagram) with regular content
- Ensure any inquiries from social media pages are directed to the correct person
- Develop a content calendar with 2-3 posts per week
- Maintain the website, ensuring all information is accurate, up-to-date, and user-friendly
- Collaborate with other members to ensure cohesive messaging across all platforms
- Attend and cover major charity events through social media posts

## **Requirements**

- Strong communication and social media skills
- Experience with website maintenance and social media management is an asset
- Ability to work independently and manage multiple platforms
- Creative mindset with an understanding of engaging content
- Commitment to supporting the charity's online presence and messaging