



Bethany Hope Centre

SUPPORT FOR YOUNG PARENT FAMILIES

VOLUNTEER JOB DESCRIPTION

Volunteer Position: Events and Fundraising

**Facility Location: The Salvation Army, Bethany Hope Centre
820 Woodroffe Ave. Ottawa, ON. K2A 3V7**

Purpose: To assist in event planning and fundraising activities throughout the year or for specialized annual events

Possible activities:

- Attend planning meetings
- Offer creative and constructive ideas for planning
- Help connect with community to raise awareness about the programs
- Help seek sponsorship or silent auction items on an ongoing basis and/or for specific events
- Make calls or follow-up with sponsors or vendors
- Assist in event design and set-up
- Assist with the execution of fundraising events
- Attend events as an ambassador for the agency
- Various other event/fundraising related tasks

Qualifications:

- A love/passion raising awareness for events and fundraising activities
- Strong interpersonal skills in a team environment
- Sensitivity to Bethany Hope Centre's role, its clients and its function in the community
- Creativity to assist staff with ideas and execution of the events
- Ability to work within the Salvation Army Mission Statement
- Understanding and upholding of confidentiality as required
- In some cases, a vulnerable sectors police background check is required

Working Relationship

Reports to: Volunteer Coordinator

Time Commitment

Negotiable times and days, but a minimum of 10 hours per month is requested.

Additional Information

Interested applicants are asked to contact

Jocelyn_dudley@can.salvationarmy.org

Volunteer Coordinator

613-725-1733 ext 212

Naomi Praamsma

Executive Director

Naomi_praamsma@can.salvationarmy.org

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