

## VOLUNTEER POSITION DESCRIPTION

---

### LEAD ORGANIZER – BLADDER CANCER CANADA AWARENESS WALK

**ROLE:** As a volunteer and the Walk Lead, you will be responsible for organizing all aspects of planning and executing a fundraising and awareness walk in your region.

#### QUALIFICATIONS:

- Some knowledge of bladder cancer (personal or otherwise) is an asset but not a necessity.
- Passion for event planning and volunteering
- Experience in event organization is an asset but not required if you have good planning skills
- Motivated, dependable and trustworthy
- Excellent communication skills
- Email accessibility and a moderate level of computer skills

#### RESPONSIBILITIES:

- Recruit and oversee other volunteers who will help you to coordinate and execute all aspects of hosting a walk in your region which includes planning leading up to the walk and all aspects of execution on the day of the event
- Organize and set agendas for walk committee meetings
- Book a location for the walk and ensuring all paperwork is completed
- Attend five to six walk lead conference calls throughout the spring and summer
- Act as a liaison between the Bladder Cancer Canada national walk planning team and your local volunteers and community members
- Promoting the walk in your locale with materials which will be provided
- Maintain records of your planning activities
- Attend the walk itself and oversee all aspects of the day in September

#### TRAINING:

- Become familiar with the walk planning manual and other resource materials provided
- attend regular conference calls
- Extensive support is provided by National Walk Chair, BCC's Executive Director and other members of the National Walk Team

#### BENEFITS TO VOLUNTEERS:

- Opportunity to learn more about bladder cancer and to share knowledge and experience to help others in the community
- Opportunity to develop and practice event planning and communication skills
- Opportunity to meet new people and network
- Gratification in knowing you are helping others

**For more details, please contact Bladder Cancer Canada at [info@bladdercancerCanada.org](mailto:info@bladdercancerCanada.org) OR 1-866-674-8889**