



## VOLUNTEER POSITION DESCRIPTION

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### VIRTUAL WALK COORDINATOR – BLADDER CANADA AWARENESS WALK

**ROLE:** As a volunteer Virtual Walk Coordinator, you will be responsible for organizing, planning and executing a fundraising and awareness walk in your local community. The Bladder Cancer Canada Awareness Walk will be a virtual event in 2021, with limited in-person execution required.

#### QUALIFICATIONS:

- Some knowledge of bladder cancer (personal or otherwise) is an asset but not a necessity.
- Passion for event planning, fundraising 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 strong computer skills (hosting video meetings, supporting walkers virtually, etc.)

#### RESPONSIBILITIES:

- Recruit and oversee other volunteers who will help you to coordinate and execute all aspects of hosting a virtual walk in your local community, which includes planning and support for walkers virtually
- Reach out for community sponsorships to help financially support your walk
- Organize and set agendas for your planning committee meetings
- Act as a liaison between the Bladder Cancer Canada (BCC) national walk planning team and your local volunteers and community members
- Attend five to six conference calls with other walk coordinators and BCC's national walk planning team throughout the spring and summer months
- Promote the walk in your community with materials provided by BCC
- Maintain records of your planning activities
- Participate in the walk itself and support your local walkers over the event weekend in September

#### TRAINING:

- Become familiar with the walk planning manual and other resource materials provided
- Attend regular conference calls to learn from BCC's national walk planning team and experienced walk coordinators
- Extensive on-going support is provided by the national walk planning team

#### BENEFITS TO VOLUNTEERS:

- Learn more about bladder cancer – share knowledge and experience to help others in the community
- Develop and apply event planning and communication skills
- Meet new people and network in your community
- 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