



Volunteer Job Posting

Position Title: Charity Golf Tournament Committee Planning Member

Job Description:

- Responsible for sitting on the Charity Golf Tournament Planning Committee and helping to plan and prepare for the Foundation's Annual Charity Golf Event
 - Solicit in-kind sponsorships and auction items
 - Plan and execute logistics of the event
 - Event marketing and promotions
 - Work with Executive Director to identify prospects and relationships
 - Work as an event volunteer the day of and contribute to the event's overall smoothness

Job Start Date: December 9th, 2011 (later start dates may be accepted)

Job End Date: October 2012

Time Commitment:

- Approximately 2 hours per week, however time commitment may vary slightly throughout the planning term.
- Must be able to attend **weekday** meetings during office hours – approximately one per month, approximately 2 hours in length
- Meetings take place at Credit Valley Conservation Head Office in Mississauga

Required Skills, Interests or Education:

- Enthusiasm for planning a charity event
- Attend monthly meetings (meetings are held during office hours Monday to Friday)
- Attend event as a volunteer or paying guest (event is in September 2012)

Beneficial Skills, Interests or Education:

- Event planning and execution experience
- Experience with running a Golf Tournament
- Experience working with charities
- Experience fundraising or soliciting auction items and prizes

Dress Code:

Planning Meetings would be casual but when volunteering for the event itself, volunteers must dress business casual

Location of position: CVC Head Office, Mississauga. Some planning and preparation work can also be done from home.

Resume Required: Yes

References Required: Yes

In Person Interview Required: Yes

Level of English Required:

Spoken: Intermediate

Written: Intermediate

Training Required:

- An introductory package will be provided
- If attending event as a volunteer, event training will be provided immediately prior to event, if required

To Apply: Please send your resume to Annabel Krupp at: akrupp@creditvalleyca.ca