

POSITION DESCRIPTION

POSITION TITLE	Angel Campaign Volunteer – Solicitations
DEPARTMENT	Annual Giving
REPORTS TO	Administrative Assistant, Annual Programs
STATUS	Volunteer Position
REVISED	September 20, 2017

Background

This is your opportunity to join a dynamic team at an organization dedicated to supporting the advancement of health care for people from across BC. The VGH & UBC Hospital Foundation is seeking self-motivated, energetic volunteers to work in a fundraising setting alongside our dedicated staff, where every team member plays a critical role.

Since 2001, the Angel Campaign has raised nearly \$3 million to support our hospitals' most urgent needs. These funds play a vital role in the delivery of BC's best, most specialized care for adults and directly contribute to the purchase of critical equipment and to the funding of high-impact, innovative research projects.

From November to January, the winter wonderland trees at Vancouver General Hospital (VGH), UBC Hospital, and GF Strong Rehab Centre will be filled with thousands of Angel decorations, each carrying a special message of love or gratitude to friends and family, medical teams and hospital staff, and all of the angels in our lives.

Position Summary

The Angel Campaign Volunteer – Solicitations is responsible for maintaining a presence at City Square Shopping Centre to solicit donations for the 2017 Angel Campaign.

Roles and Responsibilities

- Solicit donations from patrons at the City Square Shopping Centre
- Collect Angel ornaments to hang on trees at City Square and VGH
- Explain the Angel Campaign and the role that VGH & UBC Hospital Foundation plays in funding health care for over 600,000 patients from across BC every year

Duration

- November 1 – December 31, 2017

Time Commitment

- 2-3 shifts per week; 4 hours per shift; 11am-3pm

Education & Experience

- Ability to function efficiently in a fast-paced, rapidly changing environment
- Excellent customer service skills
- Ability to work independently and with initiative
- Retail or operations experience is desirable
- Ability to follow specific instructions
- Excellent attention to detail
- Ability to handle cash and credit transactions with a high degree of accuracy

Training & Support

- On the job orientation
- On-going support and supervision from assigned Supervisor
- Evaluations, exit interviews and letter of reference are available upon volunteer's request

Other Requirements

- Sign and adhere to the confidentiality agreement
- Able and willing to travel between VGH and City Square Shopping Centre

Benefits

- Learn new and transferrable skills, knowledge and experience in the area of Annual Giving with one of Vancouver's leading charities in the non-profit industry
- Engage in opportunities for leadership, community service and personal/professional development
- Be appreciated for valuable contributions
- Contribute directly to improvements in health care within British Columbia

Volunteer

Date

Supervisor

Date