



## **Volunteer Team Leader- Special Events**

### **POSITION REPORTS TO:**

Community Development Coordinator

### **PURPOSE:**

The Team Leader will act as a coordinator, providing guidance and support to event volunteers. Through consistent monitoring and evaluation of a volunteer's progress and satisfaction, this role is intended to enhance the volunteer's experience and growth, strengthening their connection with the Parkinson Society Central & Northern Ontario.

### **QUALIFICATIONS:**

- Leadership & team building skills
- Pro-active & reliable
- Strong communication skills
- Culturally competent
- Compassionate & sensitive
- Ability to provide creative input

### **RESPONSIBILITIES:**

- Contact assigned volunteers on a monthly basis to provide support and promote ongoing training & education.
- Provide electronic documentation of required information to staff
- Attend &/or co-facilitate event planning meetings
- Attend quarterly Team Leader meetings
- Attend planning sessions
- Submit monthly time sheets to the Volunteer Program

### **SUPPORTS FOR SUCCESS:**

- Initial Training
- Educational Workshops
- Ongoing staff support
- Quarterly Team Leader meetings
- Annual evaluation/formal feedback

### **TIME COMMITMENT:**

- 4 hours/week for a minimum of one year
- Increased hours as needed around events