

<b>Volunteer position title:</b>	Blue Ball Pre-Event engagement and coordination	<b>Posting date:</b>	March 7, 2019
<b>Manager contact information:</b>	<a href="mailto:volunteer@checkhimout.ca">volunteer@checkhimout.ca</a>	<b>Posting closing date:</b>	This position has a closing date June 5, 2019
<b>Location:</b>	Various locations	<b>Position duration:</b>	Temporary-project focused
<b>Position type:</b>	Professional engagement	<b>Service area:</b>	Multiple service areas

### Statement of volunteer value:

At Health Initiative for Men (HIM), volunteers play an essential role in bringing our mission and vision to life. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, advocates, and as members of the community of gay men and other men who have sex with men. At HIM, we value the unique gifts as well as the personal needs and diversity of our volunteers and embrace the benefits of volunteering for purposeful personal growth and social connection.

### Purpose of the position:

The purpose of the HIM Blue Ball pre-event engagement and coordination position is to help coordinate the silent auction and raffle of the HIM fundraising Blue Ball in November 2019. The HIM Blue Ball is our annual fundraiser of which the silent auction and raffle are an important component. This position is responsible for helping with the planning, organizing and coordination of the silent auction and the raffle for the HIM Blue Ball. This includes the collection of items for the silent auction and the raffle, arranging item donation, gathering all information and ensuring items are at the HIM office three weeks before the event. The position represents opportunities to engage community members in rich conversation and provide them with a connection to the organization through their donation and support. Volunteers in this position have the unique opportunity of taking on leadership roles and support roles.

### Responsibilities and duties

- Help coordinate the Silent Auction for the HIM Blue Ball
- Engage businesses and individuals and encourage donations of items and services for the Blue Ball
- Arrange the raffle, tickets and procedure
- Be engaging and able to talk to people from various cultural and ethnic backgrounds.
- Share knowledge about HIM resources, programs and health centers, explain how fundraising supports HIM Programming

<ul style="list-style-type: none"> <li>• Arrange comprehensive descriptions of all items and its value</li> <li>• Secure big ticket items are donated for raffle and silent auction.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate appropriate behavior at all times in order to maintain the good image of the organization.</li> <li>• Maintain and protect the safety and boundaries of your fellow volunteers, HIM staff and consumers.</li> </ul>
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Qualifications	
Required qualifications	Preferred qualifications
<ul style="list-style-type: none"> <li>• Sociable and willing to converse with community members and businesses.</li> <li>• Ability to be flexible and adaptable to new situations.</li> <li>• Strong communication skills</li> <li>• Strong organizational skills</li> <li>• Event planning and coordination experience</li> </ul>	<ul style="list-style-type: none"> <li>• Able to communicate via phone, email or text message.</li> <li>• Knowledge of HIM and its programming is beneficial.</li> <li>• Broad and strong connections to potential silent auction and raffle donors</li> </ul>

Commitment expected
<ul style="list-style-type: none"> <li>• Volunteers in this position will meet regularly with the Associate Director, Communications, Development, and Delivery and the Board Chair to discuss progression of project and address any concerns or issues.</li> <li>• This position is time flexible.</li> <li>• We ask for a commitment from June 2019 until October 2019.</li> </ul>

Training	
Training provided by HIM	Other training you might bring
<ul style="list-style-type: none"> <li>• HIM institute, Volunteer training</li> <li>• Orientation about the HIM Blue Ball</li> <li>• Direct training about HIM materials, resources and programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Training in social services or front line customer service is beneficial</li> <li>• Training in events planning</li> </ul>

Other details