

DESCRIPTION OF VOLUNTEER PARTICIPATION

Position: **FUNDRAISING ASSISTANT**

Purpose: To assist with fundraising projects for St. Patrick's Home

Tasks and Responsibilities:

1. Report to the Foundation House at scheduled time
2. Staff will explain what task(s) need to be done
3. Duties might include writing out annual lottery tickets
4. Inputting data into the computer
5. Taking orders over the phone
6. Filing
7. Helping with the preparation of the lottery direct mail
8. Assisting with the telephone solicitation blitz
9. Assisting with the preparation of various fundraising events that might take place during the year such as the Golf Tournament or Erin Luncheon
10. Duties for special events might include cataloguing and organizing prizes for the Silent Auction, serving as a hostess or greeter, helping with the process of payments, bartending, etc.

Time Commitment: As determined by the Foundation

Skills and Qualifications:

- Good physical and mental health
- Speak English fluently
- Good interpersonal skills, ability to project a positive, pleasant attitude
- Strong sense of commitment
- Good penmanship
- Ability to type, file and perform general office duties
- Computer skills is an asset
- Honest, responsible and reliable
- Ability to work independently as well as in a team
- Ability to maintain confidentiality is a **MUST**

Orientation and Training:

- A general orientation to the Home will be provided prior to beginning your responsibilities.
- Volunteer Handbook will serve as reference book
- Knowledge of the emergency codes and procedures
- "On the job" training with experienced volunteers and/or staff of the Foundation

Health and Safety:

- The safety of the resident, staff /volunteers is inherent in all aspects of each person's responsibilities. Vigilance to safety includes delivery of direct resident care as well as the living environment of each resident and working conditions for all staff / volunteers and visitors.
- All workers under the Occupational Health and Safety Act have the responsibility to observe safe work practices, avoid risks and to use common sense. Any hazardous conditions or accidents, whether anyone is hurt or not, should be reported immediately to your supervisor.

- Volunteers should not come to work if they are ill, have a rash, cold or other infectious disease.
- Handwashing is the best infection control.
- Influenza immunization is strongly recommended

Boundaries and Limitations:

- All information gathered is confidential and must not be shared with outside parties
- No files or work information may be taken off site
- Volunteers who do not adhere to the rules and procedures of St. Patrick's Home or who fail to satisfactorily perform their volunteer assignment are subject to dismissal

Accountability:

- Responsible to the Director of the Foundation

Benefits:

- Exposure to the agency operation
- Opportunity for leadership
- Opportunity to develop new skills
- Self satisfaction of helping a good cause
- Free parking is provided to volunteers
- Meal or beverage tickets are available if you meet the criteria
- References can be obtained if a volunteer has been engaged in volunteering for more than 40 hours
- Recognition events throughout the year