

POSITION TITLE:

Walk for Parkinson's- Planning Committee Member

GOALS FOR THE ROLE:

This position will work in conjunction with PSSO staff to plan the annual Walk for Parkinson's. The committee will provide leadership in their geographical area with planning all of the logistics for the day of the event. This role will also help address challenges throughout the planning process, secure donations and sponsorships, and coordinate the overall details of hosting the event alongside additional volunteers.

IMPACT OF THE ROLE:

- Supporting PSSO staff with planning the organization's largest annual fundraising event.
- Supporting the growth and development of all departments at PSSO.
- Providing a safe, fun, and inclusive community event for participants and volunteers.
- Fostering a welcoming and inclusive environment, while raising awareness about Parkinson's in the community.

DUTIES & RESPONSIBILITIES:

- To act as a representative of Parkinson Society Southwestern Ontario.
- To facilitate and participate in monthly committee meetings to plan all event logistics.
- To collaborate with PSSO staff to ensure the overall needs of the event are planned and executed.
- To identify clear volunteer roles and responsibilities and support these roles on the day of the event.
- To promote the event in their community and recruit volunteers to support on the day of the event.
- To attend the Walk for Parkinson's and coordinate the event logistics alongside event volunteers.
- To secure sponsorships and donations that will support the Walk for Parkinson's.
- To adhere to the Parkinson Society Southwestern Ontario Volunteer Policies and Procedures.
- To report and update the Special Events Coordinator on progress monthly; or as often as necessary.

- To ensure that meeting minutes are recorded and shared with the Special Events Coordinator.
- To ensure that electronic Volunteer Feedback Survey is completed after the event has finished.
- Document all hours of volunteering using the volunteer portal “My Impact Page,” which should include all time spent meeting, planning, and preparing for the walk.

TIME REQUIREMENTS:

- 2-4 hours per month
- 6 months (March- September)

LOCATION:

Location will vary depending on the city/town in Southwestern Ontario, details will be shared with volunteer.

WORK ENVIRONMENT:

- In-Person or Virtual meetings will be required.
- Independent role, with ongoing support from Special Events Coordinator and other committee members.

SKILLS & QUALIFICATIONS:

- Interest in supporting those directly or indirectly impacted by Parkinson’s.
- Strong leadership and communication skills (both written and verbal).
- Excellent organizational skills with the ability to prioritize diverse work-load.
- Ability to take initiative and work independently, but function well as a team player.
- Demonstrates sensitivity and compassion with both active listening and communication skills.
- Will seek and accept guidance and feedback as appropriate from PSSO staff.

ADDITIONAL ASSETS:

- Experience with participating in committees or event planning.
- Previous experience with supporting the Walk for Parkinson’s (event or committee).

ORIENTATION:

Every new volunteer will participate in the Walk for Parkinson’s- Volunteer Information Session to learn more about the event and the roles associated. The volunteer will also have the opportunity to meet and connect with the Special Events Coordinator, as well as the Community Engagement and Volunteer Coordinator in a live Q&A session during committee meetings.

SUPERVISION:

Special Events Coordinator

VOLUNTEER BENEFITS:

- Independent volunteer opportunity
- Minimal hours of commitment
- Local opportunity, close to home
- Build leadership, organization, and communication skills

HOW TO APPLY:

New volunteers are encouraged to complete a Volunteer Application by visiting the link below-

<http://bttr.im/7gu3w>

For more information, please contact

info@psso.ca

1-888-851-7376