



# VOLUNTEER TEAM LEAD

## VOLUNTEER POSITION DESCRIPTION

### PURPOSE

The Volunteer Team Lead: provides direct support to the Boogie charity(ies) of choice to ensure the organization for all volunteer placement for Boogie the Bridge Expo and event day; ensures effective communication with the Boogie Committee in relations to volunteers needed; works with the Executive Director and Route Director to ensure all key areas have volunteers; provides, with the charity(ies) of choice, clear communication to volunteers of their duties, time, dates etc.; ensures timelines are met; and participates in the Boogie year-end debrief with the charity(ies) of choice and gives comment on how to improve for the following year.

This position reports works closely with and reports to the Boogie Executive Director and the Boogie Committee and will have all the support required to be successful. Please note that all applicants must be 19 years of age and older.

### TIME COMMITMENT

2 hours per month for Boogie meetings from September – March. Approximately an extra 4 hour per some months January – March (varies dependant on need each year). Significant contribution during April and on the day of Boogie the Bridge (6:00am – 1:00pm).

### LOCATION(S)

- Team meetings are at the Boogie the Bridge office (The Happyness Center downtown) or other locations as needed.
- Some work from home required.
- Meetings at various locations with other committee members as needed.

### QUALIFICATIONS

The successful volunteer will be skilled at and/or have the following skills:

- Comfortable with computers and email
- Some knowledge of excel spreadsheets or similar programs is helpful
- Effective and clear communication skills
- Outgoing and friendly
- Organized
- Pleasant manner
- Patient
- Problem-solving
- Dependable
- Team-player
- Respectful
- Time management

### OTHER

- Dress Code: Boogie the Bridge attire (red clothing) for all scheduled meetings (a Boogie t-shirt will be provided).
- Criminal Record Check required (must be submitted with the application form).
- A confidential agreement must be signed (this will be provided upon successful application).
- A Boogie Handbook will be provided.