

# Take the challenge:

**Site Lead**

**Volunteer Run Committee Position Description**

Volunteers are the community drivers in every Run location in Canada. Together with a committee of like-minded individuals, you will raise funds for breast cancer research and support programs through the Canadian Cancer Society CIBC Run for the Cure. Planning and organizing the Run takes time, passion and creative thinking. In partnership with volunteers and staff, you will be part of something truly extraordinary in your community.

Although this is a national event, local success depends on volunteers like you. With your community insight, you will raise awareness, encourage participation, and drive fundraising results.

# What’s Involved:

As the **Site Lead,** you are responsible for organizing an accessible and functional site for participants, sponsors and volunteers on Run day. You will organize the venue, participant services (refreshments, first-aid, and information), electrical requirements, staging, tents and other equipment as needed. Safety and accountability is a key priority during the planning process You will be responsible for soliciting quotes from service providers, submitting agreements and invoices to your Run Director/Staff Lead and overseeing the inventory and storage of Run materials. You will work closely with fellow committee members to ensure needs are met for Run day and all tasks and requirements are completed. You will also oversee the set-up, tear down and clean-up (including disposal) of the Run site location and create and maintain a file of all contacts and timelines that will be shared with the Run Director(s).

# Time Commitment:

* Monthly committee meetings from May to July and biweekly in August and September
* Weekly tasks averaging 3-5 hours per week depending on the scope of tasks and time of year
* Attendance and leadership role at Run events/opportunities leading up to & including set-up day (where applicable) and Run Day (Sept 30th)
* In person availability from September 28th to September 30th, 2018

# The ideal Site Lead is/has:

* The ability to work independently and as a member of a team
* Strong attention to detail and can effectively meet deadlines
* Exceptional people and project management skills
* Regular access to a computer

**You will gain and experience:**

* Contributing to the organization’s vision of creating a world where no Canadian fears cancer.
* Planning and communicating with participants and potential supporters
* Working collaboratively with volunteers in the community

