



Hike for Hospice Calgary Event Committee Member Volunteer Job Description – Entertainment Captain

Summary of position:

The Entertainment Captain will work with the rest of the event committee in the areas of planning, coordinating and evaluating the Hike for Hospice Calgary. This individual will provide information and resources to help ensure the event is a success. As this individual will play a key role in planning the event from start to finish, they will also act in a leadership role on the day of the event.

Reports to:	Events Coordinator
Day to day direction:	Events Coordinator and committee members as needed
Other internal contacts:	Volunteer Manager
External contacts:	Event day volunteers, community members, event day participants
Time frame:	January to June, 2019
Time commitment:	<ul style="list-style-type: none"> - Monthly meetings for approximately 1.5 hours each, for a total of 9 hours. - 1-2hrs for finding free entertainment to book for event. - Possibly up to 5hrs as we get closer to the event for planning and a site visit. - Hike day, May 5th, 6 hours. Includes set up and take down.

Major responsibilities

1) Event Coordination Prior to Event Day:

- Attend and contribute ideas to monthly event planning committee meetings held over lunch hour, or in the afternoon/evenings.
- Create and organize new fun activities and games for Hike families on event day.
- Research and organize entertainment for Hike families on event day.
- Site visit at Sikome Lake.

2) Event Day Duties:

- Set up entertainment activities on event day. Including: Kids Zone, photo booth, doggie fun zone, and face painting.
- Give instructions to volunteers in event activities areas.
- Stay in area and assist where needed.
- Use of cell phone for communication.
- Assist with take down of activities area and check out activity volunteers.
- Help with overall take down of event when your area take down is complete.

If you're interested in joining the Hike for Hospice Calgary committee, please contact Marie Wong, Volunteer Manager at marie.wong@hospicecalgary.ca. No previous experience necessary.

Only those candidates selected for an interview will be contacted. We thank all of you for your interest and support.