



Community Action Team (CAT) Champion

2021 Volunteer Job Description

Position Title	Community Action Team (CAT) Champion
Supervisor	Shana Barbour, Social Enterprise & Stewardship Manager (shana@friendsoffishcreek.org)
Program Description	It takes many different kinds of financial support to keep the Friends of Fish Creek a viable and relevant organization that can respond to the needs of the community and the park itself. Fundraising and fund development are important activities for our organization, and volunteer support is essential to maximizing our efforts and expanding our scope in the community. CAT volunteers play a critical role in making community connections, raising awareness about the programs and stewardship opportunities available, and encouraging local community groups and businesses to lend their support, through direct financial support or participation in meaningful activities that make a positive impact on the park landscape and within their groups.
Overall Volunteer Role	CAT volunteers connect directly with community groups and businesses, to create, build and steward supporter relationships, as we seek to coordinate and build financial support for our organization. Champions meet on a monthly basis as a team to plan and coordinate fund development activities. Some of this role involves the independent and active solicitation of support (in-kind, financial) from local businesses and community groups, in the form of donations and sponsorships for programs and events. Champions are also involved in tasks and activities associated with planning, coordinating and executing our annual fundraising events and fund development plans.
Desired Outcomes	<ul style="list-style-type: none"> • Building relationships with new/existing corporate and community supporters • Meaningful community engagement that brings corporate/community groups to Fish Creek to take part in hands-on stewardship experiences • Overall increase in financial support through fund raising and stewardship activities
Tasks & Responsibilities	<ul style="list-style-type: none"> • Maintain an up to date <i>MyImpact</i> volunteer account (eg logging hours, signing up for shifts etc) • Professionally represent the Friends of Fish Creek in the community • Wear Friends of Fish Creek identification (branded vest) when meeting in the community • Willingness to use a FoFC email account for communication with prospects • Approach corporate and community prospects to provide information on financial support opportunities (donations, sponsorships) and Group Stewardship Experiences in Fish Creek • Meet monthly with CAT volunteers and FoFC staff • Work independently on making your own connections/building relationships in the community
Requirements	<ul style="list-style-type: none"> • Sign and submit Friends of Fish Creek Volunteer Agreement • Submit or complete a current (within 6 months) Police Information and Vulnerable Sector Check • Basic computer/internet literacy and email access • Friendly and professional interpersonal skills • Able to attend monthly CAT meetings with fellow volunteers and FoFC staff • Willingness and comfort in approaching prospective supporters to solicit financial contributions • Reliable transportation, and willingness to use own transportation to meet with prospects in the community (mileage reimbursed through tax receipt at end of year) • Awareness/experience in fundraising/fund development is an asset
Training	<ul style="list-style-type: none"> • Training provided by FoFC staff, and mentorship by experienced CAT volunteers
Time Commitment	<ul style="list-style-type: none"> • Monthly CAT meetings (approx. 1.5 hours each) • 4-6 hours/month on active fund raising work (phone calls, visiting prospects etc) • Additional hours associated to attending fund raising events (optional)
Evaluation	Ongoing. Volunteers are invited to provide feedback through our annual Volunteer Experience Survey.
Benefits	<ul style="list-style-type: none"> • Be part of a critically important activity and amazing group of volunteers • Make meaningful connections in the community • Receive <i>Voice of the Friends</i> newsletter throughout the year • Invitation to participate in optional First Aid training • Stay informed about upcoming events & happenings in Fish Creek • Invitation to Volunteer Appreciation activities and events throughout the year
Revised Jan 15, 2021	