



**Canadian Hemophilia Society,
Manitoba Chapter**

944 Portage Avenue

Winnipeg, Manitoba R3G 0R1

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Volunteer Opportunity Title: Golf Tournament Volunteer (Day of Event)

Organizational Impact:

- To assist the Golf Tournament Committee during the day of the event to raise funds for Chapter programs and services.

Position Summary:

Volunteers are required at the golf course before, during and after the tournament as needed. There are two possible shifts; morning or afternoon/evening from set-up to clean-up at the end of the night.

Responsibilities and Duties:

- Morning volunteers will assist with registration process, lunch BBQ and running contests.
- Afternoon and evening volunteers will assist with setting up room for dinner, including display of prizes for contest winners and silent auction draws. There may also be some contests to be run during the afternoon
 - Volunteers will be dressed appropriately for the golf course. men's shirts must have sleeves. Ladies shirts must have either sleeves or collars.
 - All shorts must be hemmed.
 - Wear proper footwear for the terrain.
 - Shirts that are torn or convey offensive language are not allowed.
 - In addition to the dress code please consider the weather conditions and bring sunscreen, a hat, bug spray, a sweater or fleece and rain gear dependent on the forecast. Even if it's overcast you will be outside for a long time and you can still burn.
- Arrive at least 15 minutes before your assigned time and sign in, get your volunteer name tag, and to confirm your assignment
- After the golfers are done, volunteers will be assigned to assist with silent auction ticket sales, Grey Cup Pool ticket sales and assisting with prize distribution as needed.
- Volunteers should have cell phones with them.
- Volunteers are encouraged to bring digital cameras and take photos.
- Volunteers will stay at the end to assist clean up and loading of cars.

Preferred Skills / qualifications / experience: organizational skills, confidence when dealing with the public

Skills Gained: teamwork, set up of auctions and draws, fundraising

Training / Support: Support of Golf Committee members and the Executive Director

Additional Checks: n/a

Time Commitment: Day of Tournament

Start / End Dates: September 1, 2016

Start / End Time: 9 am to 8:30 pm - Can split shifts into morning & afternoon/evening

Number of Positions: 15

Opportunity Location: Bridges Golf Course

How to Apply: Contact the Chapter Office by August 15th, 2014

Contact Name: Katherine Cameron

Title/Role in Program: Volunteer Coordinator

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