

Volunteer Lead Position Description

Reports to: Committee Chair/Co-Chairs

Interacts with: Threads of Life staff, Committee Volunteers, day of event volunteers, community members.

Time Commitment: The Steps for Life Volunteer Lead can expect to contribute approximately 6 hours per month from September to May in preparation for and attending Steps for Life.

Responsibilities of the Volunteer Lead:

- In consultation with the Chair/Co-Chair, and committee leads, determine the day of event volunteer requirements, and establish a recruitment plan.
- Create a detailed event day volunteer schedule.
- Coordinate administrative requirements for day of event volunteers ensuring volunteer application forms are completed and volunteer hours reported.
- Act as main point of contact for day of event volunteers prior to and during the event.
- Ensure day of event volunteers have received adequate training and orientation to their roles.
- Report on volunteer activities at each committee meeting.
- Work with Chairs/Co-chairs to provide appropriate recognition and stewardship to all day of event volunteers.
- Join the Steps for Life committee online chat group and receive notifications to stay up to date on activities and access campaign images and messaging suggestions.
- Report volunteer hours.
- Register and participate on the day of the walk.
- Raise money, either individually or with a team, in support of the walk.

Suggested skills/experience:

- Awareness of volunteer recruitment techniques
- Extensive knowledge of the local community including potential sources of volunteers
- Strong organizational, communication and interpersonal skills
- Aware of and able to communicate Threads of Life's mission, vision and values.

Requirements:

All new volunteers must complete a volunteer application form. The Volunteer Lead will be required to review and sign off on the Threads of Life Code of Conduct and Transportation policies every 2 years. One member of each committee is asked to complete Accessibility training and certification.

Threads of Life is a national charity supporting families who have experienced a workplace fatality, life-altering injury or illness. Our mission is to help families heal through a community of support and to promote the elimination of life-altering workplace injuries, illnesses, and deaths.

Steps for Life is the primary fundraising event for Threads of Life. Steps for Life walks, which are planned by volunteer committees, take place across the county each spring.