



Volunteer Coordinator

Last revised: April, 2022

SHINERAMA COMMITTEE

Shinerama is Canada's largest post-secondary fundraiser that supports Cystic Fibrosis Canada. The UofM campaign is housed by the Commerce Students' Association (CSA) of the Asper School of Business. Shinerama hosts various events from May to September focused on raising both money and awareness for Cystic Fibrosis Canada. Cystic Fibrosis (CF) is the most common fatal genetic disease affecting both Canadian children and adults and is a disease for which there is no cure.

POSITION OVERVIEW

The Volunteer Coordinators play a vital role in the Shinerama campaign, focusing on spreading the word about Shinerama volunteering opportunities, managing and communicating with volunteers, and assisting on the day of events. They will recruit, manage, motivate, and engage volunteers and will act as the main point of contact for all Shinerama volunteers. The Volunteer Coordinators will also be responsible for any necessary volunteer training.

POSITION RESPONSIBILITIES

- Recruit, manage, motivate and engage volunteers for Shinerama
 - Includes being the main point of contact for all volunteers and keeping volunteers up-to-date
- Host volunteer training sessions and give classroom talks
- Work with Directors of Corporate Relations to secure volunteer incentives
- Attend committee meetings and Shinerama events
- Other tasks as required

LINES OF COMMUNICATION

- Shinerama Co-Chairs
- Shinerama Committee Members
- Shinerama Volunteers



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SKILLS DEVELOPED

- Volunteer Management
- Organizational Skills
- Communication
- Leadership

POSITION DETAILS

Number of positions available: 2
Reports to: Shinerama Co-Chairs

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
High	High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours