



CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LGBTTQIA+ communities.

CMHA Ambassador Fund Development & Special Event

Purpose:

Provide support to CMHA Edmonton fundraising initiatives and third-party fundraisers.
Provide information to the public about CMHA Edmonton programs and services and raise awareness of mental health and recovery.

Tasks:

- **Please note that tasks may differ from event to event**
- Assist with event set up (e.g. Putting out signage, carrying boxes of material from car to set up location, setting up information table, placing materials at table settings)
- Guest registration, greet and welcome guests
- Silent auction support (e.g. Display silent auction items, complete paperwork for successful bidder, re-package items, and help guests take items to their vehicle, etc.)
- Collect donation envelopes
- Take pictures for social media posting
- Sell raffle tickets
- Act as a hole monitor or route marshall at the golf tournament; deliver supplies to volunteers at each hole
- Answer guest questions about CMHA programs
- Report risk management issues to supervisor
- Support at Bingo Events

Time Commitment:

- Between 2 to 5 hours per event
- 6 month commitment

Skill and Knowledge Requirements:

- Willingness to work as part of a team
- Punctual, reliable, non-judgemental, warm and empathetic
- Passionate about ensuring an outstanding experience by event participants
- Flexibility to move from one task to another as the event progresses
- Understanding of the importance of being a CMHA Edmonton ambassador to donors
- Prior volunteer experience with events an asset
- An understanding of mental health and recovery

Other Requirements:

- A personal cell phone to communicate with volunteer supervisor or delegate upon arrival and departure from event site
- Ability to travel within the Edmonton Capital Region while transporting equipment and supplies
- Ability to lift and carry 25 lbs

Training and Skill Development:

- Agency orientation
- Job specific training
- Monthly in-services on matters related to mental health, mental illness and recovery

Screening:

- Application Form
- Interview
- Reference Checks

Supervision:

- Supervisors vary from event to event
- Primary contact will be with the Volunteer Resources Coordinator

Working Conditions:

- Volunteers will assist with events in the Edmonton Capital Region. Typical events are: breakfast/dinner fundraisers, walk/run, third party fundraisers. Events are held in hotels, conference centres, and in parks.
- Wheelchair accessibility cannot be guaranteed at all events
- CMHA Edmonton will provide all printed materials, giveaways, signage, and any other necessary materials and equipment (including a first aid kit)

Volunteers will embody the vision, mission and values of CMHA Edmonton**Our Vision**

Mentally healthy people in caring communities.

Our Mission

Building healthy and resilient communities by providing mental health services, education resources, and crisis intervention.

Our Values

Social justice and inclusivity
Empathetic, respectful relationships
Collaboration and partnerships