

**It takes guts to make it stop.**

## Volunteer Captain

Gutsy Walk is the signature national fundraising event for Crohn's and Colitis Canada, with almost 60 communities across Canada coming together on one day in June to raise money to advance medical research on these devastating chronic diseases that touch 1 in 150 Canadians. Together, we will make Crohn's and colitis stop. For life.

As the Volunteer Captain, you will lead the recruitment and coordination of event volunteers, including:

- Act as a role model by recruiting a team of volunteers to support the committee's efforts in creating a positive walk experience
- Determine overall volunteer needs (areas, numbers, skills) and recruit to meet those needs, accessing support where needed (national online postings ie CharityVillage)
- Ensure all applicants complete the online application form and are provided with an orientation and role-specific training as needed. Develop a master schedule and have emergency contact info available on-site, including emergency procedures and plans
- Communicate regularly with volunteers, providing a welcoming contact point and thank you during and after the event. Provide regular updates to committee on positions filled/vacant
- Act as the key point person for volunteers, while working closely with other committee members
- Ensure event follows Crohn's and Colitis Canada policies and procedures

Time Commitment:

- Committee meetings take place monthly from approx. September to May, with additional meetings leading up to event day and a post-event wrap up meeting.
- Some evening and weekend activity is required to recruit/respond to volunteers. Some daytime availability is ideal (phone calls, emails). Participate in webinar trainings offered nationally to be familiar with processes and tools at your disposal
- This role requires a commitment to follow through until post-event wrap up in June/July

What you bring:

- A natural networker who enjoys connecting with diverse people using creative methods, including social media. Experience recruiting and scheduling volunteers.
- Strong communication skills (verbal/written) with the ability to respond within 24-48 hours to emails and phone calls. Customer service orientation and strong attention to detail
- Collaborative, flexible, team player attitude who facilitates cooperation and results.

What we offer:

- A community of support, a dedicated staff partner, team of peers and role-specific training
- An opportunity to use and grow professional skills, expand your network
- A hands-on chance to make a meaningful difference in the lives of people living with Crohn's and ulcerative colitis in your community

I have read, understood and agree to fulfill the responsibilities as outlined. I make a commitment to be active in this role from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Volunteer Signature & Date

\_\_\_\_\_  
Staff Partner Signature & Date

**Crohn's and Colitis Canada commits to supporting you in your role and to providing an engaging volunteer experience.**  
**Your feedback is appreciated- [volunteer@crohnsandcolitis.ca](mailto:volunteer@crohnsandcolitis.ca)**