



Volunteer Position Description

Fundraising Committee

Volunteer Opportunity:		
Volunteer Coordinator: Jodi Waters	Phone: 719-686-7707	Email: volunteer@tcrascolorado.com
Area Liaison(s):		

Volunteer Position	
Location	Meetings either via telecom or at a local restaurant. Event locations in Teller or El Paso Counties.
Purpose of position	Raise funds to operate and support the shelter.
Description of work involved	<ul style="list-style-type: none"> • Helps to plan fundraisers. • Participates in fundraisers. • Helps solicit donations/sponsors for auctions, garage sales and special events. • Specific positions for the overarching Fundraising Committee: <ul style="list-style-type: none"> ✓ Chairman ✓ Secretary ✓ Treasurer ✓ Raffle License Games Manager ✓ Positions listed below for each fundraiser • Specific positions for each fundraiser: <ul style="list-style-type: none"> ✓ Chairman ✓ Vice-Chairman ✓ Secretary ✓ Treasurer ✓ Publicity ✓ Volunteer Liaison
Hours volunteers can work	Varies.
Level of difficulty 1=easy 5=physically demanding	2
Skills required	<ul style="list-style-type: none"> • Professional and friendly to the public. • Prior fundraising experience is desired but not necessary.
Expected environmental conditions	Usually indoors but some events are outdoors.
How many volunteers are needed for this position?	Varies but five or more for the overarching committee and six or more for each fundraiser. Approximately six to eight fundraisers per year.
Tools & equipment provided	Yes.
Tools volunteers can bring if desired	Yes.
Personal items to bring	N/A
Personal Protective	N/A

Equipment (provided as needed)	
Duration of position	Ongoing
Training required	Initial training class and then on the job training with the fundraising committee.
Restrictions	Same as for any TCRAS volunteer, preferably 18 or older.
Supervisor/reports to	
Clothing	N/A
Last updated	3/31/16