

**Volunteer Role Description Title:** Ambassador

**This role reports to the Rotary and Community Fundraising Coordinator (RCFC)**

**Location:** This is an independent volunteer opportunity that you will implement in your local community

**Purpose:** At ShelterBox, we are impatient to create a world where no one is left without shelter after disaster. Together, we are making an impact, and you are a critical part of our movement. Every volunteer is instrumental in providing shelter to people after disaster, wherever they are in the world.

We are looking for people who are friendly, reliable, self-driven and are good communicators. As a ShelterBox Canada Ambassador you provide the link between people who need support and those who want to give it. Ambassadors are the face of ShelterBox Canada in their community and aim to raise awareness and funds about our work.

**Main Objective:** Raise awareness and funds for ShelterBox Canada

#### **Tasks (Mandatory)**

- Participate in a minimum of 2 fundraising and awareness building activities for ShelterBox Canada per year
- Keep up to date (and respond to when applicable) with email communications from National Office Staff
- Activate in times of disaster - we need your support to share our urgent updates to your networks and help us to fundraise while disasters are in the media spotlight

#### **Additional tasks:**

*Volunteers will identify additional tasks they are interested in during the onboarding process. These activities include, but are not limited to:*

- Identifying specific audiences that may be open to hosting a ShelterBox presentation or appearances
- Hosting your own ShelterBox fundraising and awareness building events
  - Suggestions will be given by staff but we welcome your creativity and ideas! You know your community best.
- Acting as a liaison between ShelterBox and Rotary Clubs if you are a Rotarian\*
- Signing up to attend events in your area on behalf of ShelterBox:
  - Setting up ShelterBox displays, tent and other aid items at fundraisers so that individuals in your community can have the chance to experience our aid up-close
  - These events could be in your community, or nearby communities

*\*Note: This role is separate from our Club Champion role for Rotarians. Rotarians are welcome to be ShelterBox Ambassadors and/or Club Champions. Tasks may overlap.*

**Skills:** We are looking for volunteers who are good communicators; enjoy working independently; are friendly and reliable; and above all have an enthusiasm for spreading the word and rallying support for ShelterBox Canada

**Time Commitment:** Volunteers will be expected to commit to volunteer activities for 12 months with the option to renew their commitment yearly.

You can be flexible around your schedule and volunteer whenever works best for you, all we need is your enthusiasm and willingness to get involved. Whether it's during the day, evening or at weekends, volunteers will often plan their activities around their other commitments. It's all about how much time you want to give. As a rough guide, we often find volunteers give 4-8 hours per month.

**What you will get from us:**

- We will support you every step of the way and are always accessible by phone and email.
- We provide an initial onboarding, which includes information on ShelterBox and how you can serve, ongoing training, regular emails and webinars, and up to date deployment information.
- Printed materials and display items for events (when applicable)
- Volunteers will receive all email updates from ShelterBox Canada – this is so that our volunteers are aware of what we are currently doing and to be knowledgeable about the language we use.
- Volunteers receive a monthly Volunteer Newsletter with fundraising and awareness building activity suggestions, as well as updates on all things ShelterBox
- We are happy to provide recommendations or references to volunteers and to sign off on volunteer hours.
- Be part of a community – you will have the option to join our Volunteer Facebook Group where you can connect with volunteers from coast to coast!