

## VOLUNTEER ROLE DESCRIPTION

# Daffodil Day Area Coordinator 2022

### **Purpose of Position**

To work together to promote Daffodil Day and raise money for the Cancer Society in your area, in the lead up to, and during Daffodil Day month.

**Reports to:** Cancer Society Daffodil Day Events and Fundraising Coordinator

**Key relationship:** Coordinator Volunteering, who oversees all volunteer engagement

**Relationships with:** Local businesses, organisations, clubs, educational institutes, and street collectors assigned for your area

### **Cancer Society of New Zealand - Te Kahui Matepukupuku o Aotearoa**

Our mission is to improve community well-being by reducing the incidence and impact of cancer. We achieve this through a range of activities that include: funding research, education, health promotion, advocacy and support for those affected by cancer and their whānau/families. We are committed to reducing the inequitable burden of cancer experienced across different populations.

### **Values**

Integrity, Excellence, Respect

### **Key Requirements**

- Ability to work comfortably with people of all social, religious and cultural backgrounds
- Understand and respect the principles of the Treaty of Waitangi
- Ability to maintain boundaries and respect confidentiality
- A caring and sensitive manner
- To comply with the relevant policies and procedures of the Cancer Society while engaged including the Privacy Act 2020
- Cancer Society staff and volunteers are still covered by the government vaccine mandate and are required to be fully vaccinated including booster vaccinations

### **Hours required (indicative total hours and can be split between 3 roles)**

April/ May Training and communication: 2-4 Hours

June/July: 20-30 hours

August: 20-40 hours (full day on Daffodil Day, last Friday of August)

Debriefing activities: 2-4 hours

### **Resources**

- Orientation and training
- Pre-event planning and post-event evaluation sessions
- Support and guidance provided whenever required
- Reimbursement for expenses – preapproval is required
- Volunteer identification to be worn whenever on duty
- My Impact

- Cancer Society online fundraising tools and resources
- Information about Cancer Society services

### **Key Functions and Responsibilities**

- This is a role that can be shared with 2 – 3 people to coordinate a successful Daffodil Day in your local community:

#### **LEAD ROLE - Oversight of the activities of Daffodil Day**

- Promote Daffodil Day in your area
- Work with existing volunteer groups to reengage or source volunteers for your designated area. Advise Volunteer Coordinator of your team.
- Attend daffodil day AC, pre -planning and debriefing meetings as requested
- Manage money (collection buckets/pre-sales/counter boxes/banking.
- **Submit reports in a timely fashion**
- Notify Volunteer Coordinator of any notable issues and accidents involving clients, members of the public and other volunteers while they are on duty

#### **COMMUNITY COLLECTION COORDINATOR (could be 2IC reports to AC/Lead)**

- Lead a team of volunteer street collectors (includes planning, health and safety, rostering and maintaining communication)
- Organise collection sites
- Liaise with Daffodil day community fundraisers in your area (e.g. raffles, bake sales, quiz nights, bingo)

#### **MERCHANDISE AND PRE-SALES COORDINATOR (could be 2IC reports to AC/Lead)**

- Organise fresh daffodil pre-sales (where applicable)
- Manage resources and merchandise (allocation and collection of promotional materials, stocktaking duties)

#### **ACROSS ALL ROLES**

- Identify new opportunities for future campaigns
- Thank your team often