



RIDING FOR THE DISABLED ASSOCIATION BRIGADOON INC

Developing abilities & enriching lives through therapeutic
and recreational equestrian activities



ROLE DESCRIPTION

FUNDRAISING VOLUNTEER

Responsible To:

- The Centre Volunteer Coordinator
- The Centre Fundraising Officer
- The Centre Committee

Role

The role of Fundraising Volunteers is to assist the Fundraising Officer with awareness and fundraising activities as and when needed (*volunteers will be registered on a call out directory and will be contacted when help is required for fundraising activities and events.*).

Responsibilities and Duties

- Consider volunteering a serious commitment
- Work constructively as part of a team
- Be friendly, polite, courteous and professional. Be reliable, punctual and honest.
- Maintain confidentiality in all issues pertaining to clients
- Ensure that all enquiries from potential sponsors/donors are brought to the attention of the Fundraising Officer or Centre Secretary.
- Promote the centre as a professional organisation within the community.
- Ensure knowledge of centre activities and events is up to date.
- Demonstrate support and commitment to the policies and procedures of the organisation, including the RDA Occupational Health & Safety Policy and exercise a Duty of Care as required under the Occupational Health & Safety Act 1984. (The policies and procedures are in the RDAWA Resource Manual available for reading in the office of our Centre Club House.)
- Undertake training as needed
- Maintain effective communication with all staff and volunteers
- Wear the identification badge provided by the Centre and wear neat, suitable clothing that enables the execution of all duties and which gives a good impression to the Community.

Rights

- To be treated as an equal and as a valued member of "the team"
- To receive sufficient orientation and ongoing training to fully prepare for the role
- To be given a role suited to your temperament, abilities and skill level with consideration for personal preference

- To reimbursement for certain expenses in relation to your volunteering as decided at Committee level
- To be covered by RDAWA's current insurance policy
- A clearly written role description
- Know who you are accountable to
- Be recognised as a valued team member
- Be supported and supervised in your role
- A healthy and safe working environment
- Say "NO" if you are uncomfortable with expectations of you
- Be informed and consulted on matters which directly or indirectly affect you or your work as a volunteer
- Be made aware of the grievance procedures within the organisation

Skills and Knowledge

Ideally a Fundraising Volunteer is someone who:

- Has a genuine care and concern for people who are disabled
- Is patient, kind and committed
- Has the flexibility and ability to deal with all types of weather
- Can communicate effectively
- Has a willingness to undergo training in the role
- Is a pleasant and caring personality
- Is Courteous and punctual
- Is reliable

Attachments

- Code of Practice Governing Volunteers involved in RDA
- RDA Brigadoon Mission Statement
- Working With Children Check Form

I have read this Role Description and I agree to undertake these tasks to the best of my ability and agree to read the information given in the Volunteer Information Booklet.

Volunteers Signature: _____

Date: _____

Centre Volunteer Coordinators Signature: _____

Established: January 2009

Revised:

Next Review Date: October 2009