

Volunteer Role Description

| | | | |
|-----------------------|-------------------------------------|-------------------------|--|
| Job Title: | Mission Delivery Coordinator | Reports To: | Relay Chair |
| Work Unit: | Relay For Life | Location: | Variable |
| Agreed Day(s): | Variable | Agreed Hours(s): | 4 – 6 hours per week (variable depending upon time to event) |

Description of Role:

Recruit volunteers for Mission Delivery integration; promote key cancer prevention messages, cancer information and support programs and services, advocacy and research programs. Plan and implement activities that highlight Mission Delivery programs these are to be delivered during the Relay, led by you and where possible led by teams.

Main tasks and responsibilities:

- Read the Mission Delivery Guidebook
- Recruit and lead a Mission Delivery sub-committee (if appropriate)
- Liaise closely with your Cancer Council Tasmania Health Programs Coordinator
- Attend all team captain and committee meetings and provide education on key Mission Delivery messages including cancer prevention, information and support and advocacy (Mission Moments)
- Coordinate education and awareness activities at Relay
- Work with survivorship committee in survivor recruitment
- Ensure all logistics (designated area for Mission Delivery Supplies) are handled
- Coordinate activities with the Entertainment Coordinator
- Work with Team Development Committee to engage teams in Mission related activities.
- Plan event activities that are designed to recruit potential volunteers during Relay, with specific roles as identified with Staff Partner
- At the conclusion of Relay, report on all education/awareness and volunteer recruitment activities that were implemented and results
- Identify, recruit and orient the volunteer Mission Delivery Coordinator for next year's Relay
- Help recruit teams and survivors to your Relay.

Useful Skills:

- Experience in volunteer activities
- Ability to engage local community volunteers
- Knowledgeable or willing to gain knowledge about The Cancer Council TAS
- Highly organised, able to manage and delegate
- Excellent verbal communication skills
- Familiarity with local services a plus.

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania to achieve its mission – to defeat cancer.
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers
- Opportunity to learn and develop new skills
- Further growth opportunities exist within volunteer arena.

AGREEMENT

I, _____ agree to accept the position of _____

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

| | | | |
|------------------------|--|--|--|
| Date of Review: | Alicia van Ek, State Manager RFL, June 2024 | | |
|------------------------|--|--|--|

| | | | |
|---------------------|--|---------------------------|--|
| Date Filled: | | Name of Volunteer: | |
|---------------------|--|---------------------------|--|