

Volunteer Role Description

Job Title:	Ceremonies Coordinator	Reports To:	Relay Chair
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours(s):	2-4 hours per week (variable depending upon time to event)

Description of Role:

The Ceremonies of the Relay are the opportunity to inspire, motivate, remember and reflect and feel elated. They are the most important moments during the Relay and the way they are produced and implemented has a profound effect on the success of the Relay. This role is to design, produce and coordinate the implementation of these important moments.

Main tasks and responsibilities:

- Read the Ceremonies Guidebook.
- Ideally establish a sub-group of an additional 2 people to assist with the work.
- Attend Committee meetings to inform all of progress
- Attend Team Captain Meetings to promote the ceremonies.
- Design and plan the Opening, Candlelight and Closing Ceremony.
- Liaise with all relevant people regarding the planning and running of the ceremonies.
- Develop a plan to increase the income from the sale of candle bags.
- Plan the placement of the candles.
- Place an order with Cancer Council Tasmania's CRC for candles and paper bags.
- Staff the candlelight area until the ceremony has completed.
- Collect the candle bags and cans at the end of the event.
- Coordinate the delivery of the cans to donate to a local Foodbank.
- Recognise and thank people who volunteer & donate for the Candlelight Ceremony.
- Participate in event planning sessions as required.
- Assist with team and survivor recruitment.

Useful Skills:

- Good written and verbal communication skills.
- Creativity, passion and visual skills
- Experience facilitating and organising meetings, workshops, forums etc.
- Highly organised, ability to roster and organise volunteer teams.
- Experience in planning and organising.

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 :	