

Volunteer Role Description

Job Title:	Survivor Coordinator	Reports To:	Relay Chair
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours:	2 – 3 hours per week

Description of Job:

The role of the Survivor Coordinator is to work with their subcommittee to recruit survivors and carers to participate in the Opening Ceremony, organise and run the Survivors Morning Tea and to provide opportunities to engage with survivors and carers to support, promote and to become involved with Cancer Council Tasmania.

Main Tasks and Responsibilities:

- Read and understand the Survivor Guidebook
- If appropriate recruit Survivorship Sub Committee, set goals and tasks and meet regularly
- Set survivor and carer targets
- Work with Sub Committee to devise methods of recruiting and engaging cancer survivors and carers
- Promote Relay For Life to survivors in the community
- Work with the Event Development Team (Marketing and Media) to promote the human interest for survivors attendance at the event
- Attend Relay Meetings and report back to Relay Chair on progress of Sub Committee
- Plan and coordinate the registration of survivors and carers and the Survivors Lap of the Opening Ceremony (in conjunction with the Ceremonies Coordinator)
- Collect information at registration on survivors and carers for Regional Office
- Plan and run Morning/Afternoon Tea celebration for survivors and carers (in conjunction with Mission Coordinator & Cancer Council staff)
- Liaise with Logistics Coordinator throughout planning and at the event
- Recognise, motivate and thank survivors & your subcommittee if you have one
- Report on outcomes for reporting purposes and provide recommendations to the Relay Chair for future events
- Recruit teams to the event
- Recruit a successor to your role when you step down.

Useful Skills:

- Knowledge of the impact of cancer, marketing, communications, PR or events (position would suit survivor or carer)
- Good interpersonal skills, enthusiasm and ability to portray a positive image of The Cancer Council to the public
- Compassion, empathy and sensitivity
- Good organisational skills (to keep track of multiple contacts and outcomes)
- Basic computer skills (ability to use Word and Excel at a basic level)

Benefits of the Role:

Will help Cancer Council Tasmania conduct a successful Relay For Life, raise extra revenue from this fundraising event, thus providing more funds for cancer research and support services. Allows cancer survivors and those affected the opportunity to fight back in their own local community
Opportunity to take RFL further and help to promote and publicise event in selected area.

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 :	

