

Heart Foundation Big Heart Appeal

Volunteer Area Coordinator - Position Description

We are looking for big-hearted volunteer Area Coordinators to play a key role in the organisation of our biggest fundraiser of the year – the Big Heart Appeal!

Heart disease is New Zealand's single biggest killer and claims the life of one person every 90 minutes. Many of these deaths are premature and preventable. Donations raised through the Big Heart Appeal will fund cutting-edge research into heart disease and specialist training for New Zealand cardiologists.

About the role:

Volunteer Area Coordinators coordinate the street collection in their local areas, both prior to the event and during the Big Heart Appeal (21 and 22 February 2020). They are an essential link between the Heart Foundation and a team of volunteers who generously give up their time to collect donations at various sites in their local area.

As a volunteer Area Coordinator, you would be involved in the lead up to and during the Big Heart Appeal street collection (Friday 21 and Saturday 22 February 2020). Prior to the event, you would assist with the recruitment, coordination and support of volunteers and during the street collection days you would oversee these volunteers at multiple collection sites in your local area.

Our in-house Big Heart Appeal team will assist you along the way and on the two street collection days, providing telephone and email support. Everything that is required to coordinate your designated area, including a detailed brief beforehand, access to the online roster system for volunteer registration, street collection equipment and site permits, will be provided.

The role includes the following tasks:

Before the event

- Liaise regularly with the Big Heart Appeal team around the planning and coordination of the street collection in your area, including rostering of street collectors and coordination of other volunteers who may be assisting you with area coordination tasks.
- Assist with the recruitment of volunteers for your area by tapping into your network of friends and family.
- Liaise with and provide support for all volunteer street collectors and support volunteers in your allocated area, including those recruited by the Big Heart Appeal team and those recruited through your friends and family.
- Receive and distribute street collector equipment (buckets, bibs, stickers and bank bags) to the volunteers and coordinate equipment return to the Heart Foundation after the street collection days.
- Other duties associated with the running of the Big Heart Appeal as may reasonably be requested.

During the Street Collection (Friday 21 and Saturday 22 February)

- Liaise with and provide support for volunteer street collectors in your area during the street collection.
- If your allocated area includes malls or supermarkets and they intend to provide tables and chairs for use, then you may need to visit the site to coordinate the set-up.
- Being the first point of contact for volunteer street collectors in case of any problems during the two days of the street collection.
- Visiting the sites in your area to ensure everything is running smoothly during the two days of the street collection.
- Arrange banking of the donated funds. This may include the collection of donated funds from street collectors and delivery to the closest BNZ branch and coordination of other volunteers who may be assisting you with area coordination tasks.
- Trouble-shoot any issues that may arise.
- Other duties associated with the running of the Big Heart Appeal as may reasonably be requested.

After the event

- Help with banking the donated funds. This may include collection of donated funds from street collectors and delivery to the closest BNZ branch and coordination of other volunteers who may be assisting you with area coordination tasks.
- Arrange the return of street collector equipment (buckets, bibs, stickers and bank bags) to the Heart Foundation.
- Give feedback and suggestions for improvement after the street collection.

Your skills and attributes:

- Passionate and aligned with the Heart Foundation's mission and the heart health cause
- A reliable and organised self-starter
- Excellent communication skills
- Well-spoken and confident to engage with diverse groups (in person and over the phone)
- Confident when providing guidance and coordinating a team of volunteers
- Some experience in administration and/or coordination
- Basic word, excel and email skills
- Current driver's licence (access to a vehicle would be preferable).

Time commitment and required resources:

- Up to 5 hours /week in January and February, and up to 8 hours on the street collection days.
- You will need to have regular access to email, the internet and a working mobile phone
- Please note that expenses for pre-approved local travel can be compensated.