



Fundraising and Event Volunteer

Autism Ontario is guided by a volunteer board of directors, composed of parents, people on the spectrum, and respected professionals, who provide governance, expertise, and guidance to the organization on a volunteer basis.

Our volunteers are the foundation of our success, and we are grateful to each person who commits their time, talent and treasure to advancing our mission and vision.

There are many opportunities to volunteer with Autism Ontario. Whether you are looking for something casual or something more committed, there is a volunteer role suited to you.

Please note – All volunteers are required to submit a **vulnerable sector check**. Details will be sent following application.

Volunteer Reports to: **Regional Program Coordinator**
 Regional Fund Coordinator
 Regional Manager
 Outreach and Events Specialist

Summary: As a non-profit organization, Autism Ontario relies on funds raised through third-party events, provincial fundraising events and other funding streams. Fundraising Events include, galas, golf tournaments, walks, runs and more! We also actively seek to engage communities across the province with large scale outreach events. Most if not all of these one-day, large scale events are the perfect opportunity for individuals who want to volunteer intermittently throughout the year with a team of individuals who have invested hours of planning but desperately need support from volunteers who have an “all hands-on deck” philosophy!

Essential Duties and Responsibilities may include:

- Preparation of event materials
- Registration of event participants
- Act as an ambassador of Autism Ontario by welcoming and supporting event participants
- Supporting event facilitators with event set up and tear down
- Other duties that support the success of the event as discerned and directed by the event staff

Requirements

- Must present a professional decorum and a friendly manner
- Must be dependable and punctual

- Be courteous and personable when dealing with program participants



- Be able to take direction from the Event staff with a can-do attitude
- Be able to thrive in a fast-paced environment with an ability to adapt and pivot when necessary
- Respect and maintain confidentiality of Autism Ontario program participants, volunteers, partners, and donors
- Positive solutions-oriented attitude

COVID 19 Policy Statements (excerpt from Volunteer Policy and Procedures document)

Effective *September 23, 2021*, all employees, contractors, and volunteers must provide proof one of the following:

1. **Full vaccination against COVID-19** (After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID19 vaccine receipt (PDF) for each dose received.)*

2. **A medical reason for not being vaccinated against COVID-19** – this must be substantiated by adequate medical evidence (Written proof of a documented medical reason for not being fully vaccinated against COVID-19 must be provided by a physician. The note from the physician must specify the effective time-period for the medical reason. If time-limited, the note should indicate how long it is expected to last.)

An individual's ability to volunteer in-person with Autism Ontario will be contingent upon providing proof of one of the above.

If not vaccinated, a COVID-19 antigen test must be taken, and a negative result presented within 72 hours of any Autism Ontario in-person event or meeting.

Training & Supervision

- Fulfilment of a vulnerable sector check
- Reviews and sign off on Autism Ontario **Volunteer Policy and Procedures**
- Review **What is ASD** webinar (ask SME's about other webinar resources)
- Attends annual volunteer orientation training

Training and supervision conducted by: [identified staff person] or designated trainer

Evaluation

As an organization that values our volunteers, we recognize that open dialogue and feedback are critical to ensure the successful placement of all volunteers. All volunteers will be given the opportunity to complete a **60-day evaluation** of their placement to provide and request feedback.

**Time Commitment**

i.e. two hours per week
six hours per month

Benefits

- Knowledge that you are making a difference in the lives of the individuals and families Autism Ontario is privileged to serve
- Program planning and facilitation experience for building your resume
- Opportunity to work with a dedicated group of professionals committed to creating an inclusive Ontario for autism

We can't do it without you! Thank you for being part of our team.