

# Ottawa Fire Truck Pull

Lansdowne Park – East Court  
Sunday, October 28, 2018

## Volunteer Position Description:

### Ottawa Fire Truck Pull Event Committee

**Do you want give back while gaining invaluable human resources, management, and event planning experience?** Epilepsy Ottawa is looking for enthusiastic Event Committee members to help plan our OTTAWA FIRE TRUCK PULL this fall. On Sunday October 28, 2018, teams of 10 will descend on Lansdowne Park - East Court to demonstrate that they have the fortitude to pull an Ottawa Fire Services fire truck 100 feet. They'll compete to see who can pull the truck the fastest, raise the most money for a good cause, or demonstrate the most team spirit. We invite you to join us for the inaugural tournament that we expect will grow to become a much-anticipated annual event.

Presented in collaboration with the City of Ottawa Lansdowne Park and Ottawa Fire Services, the OTTAWA FIRE TRUCK PULL will coordinate with Lansdowne Market and the Glebe Pumpkin Derby for an afternoon of fun activities including food vendors, photo opportunities with fire trucks while wearing Ottawa Fire Services uniforms, and a kids' zone with face painting, temporary tattoos, games, prizes, and much more! Whether folks are showing their metal by pulling the truck, watching the competition, or enjoying these on-site activities, there will be something for everyone.

The OTTAWA FIRE TRUCK PULL will raise funds to continue Epilepsy Ottawa's mandate to improve the quality of life for the nearly 10,000 people in the region living with epilepsy and their loved ones through support services, education, advocacy, and on-going public awareness.

Event Committee Members will make a 6 month commitment (from May through October, 2018) and can expect to dedicate approximately 3-5 hours/month to the project, with a possibility of about 8-10 hours during the final month before the event takes place on October 28, 2018.

If you are interested in joining this committee and helping to support the thousands of people living with epilepsy in Ottawa and the surrounding areas, send your CV to [info@epilepsyottawa.ca](mailto:info@epilepsyottawa.ca) with a note about which of the following roles interest you and why you think you're suited to the position(s).

The Event Committee includes of the following roles:

### Marketing and Promotions Coordinator

#### Responsibilities:

- Oversee all marketing aspects of the event
- Provide guidance to summer students and/or graphic designer regarding design of signage, promotion, etc.

- Support summer students and volunteers in planning and coordination of press releases, execution of media outreach initiatives, etc.
- Update and maintain master media contacts resource
- Coordinate post-event responsibilities (thanks, etc.)
- All committee members will share the responsibility of team recruitment and securing sponsors

**Desired Skills/Traits:**

- Creative
- Excellent verbal and written communication

## Team Recruitment Coordinator

**Responsibilities:**

- Develop a recruitment strategy (in collaboration with other committee members)
- Coordinate team registration (maintaining a contact list/database, researching potential opportunities for team recruitment, etc.)
- Set recruitment goals and motivate other committee members and volunteers to meet them
- Track team registration and establish standard outreach emails for volunteers and summer students to send to registered teams
- All committee members will share the responsibility of team recruitment and securing sponsors

**Desired Skills/Traits:**

- Excellent networking skills (Bonus: has connections within the community)
- Able to recognize the potential for recruitment in any situation and does not hesitate to pursue it
- Excellent verbal communication

## Finance Coordinator

**Responsibilities:**

- Manage and record/track incoming/outgoing funds
- Implement effective fiscal controls to assist in the decreasing of expenses and increase in revenue
- All committee members will share the responsibility of team recruitment and securing sponsors

**Desired Skills/Traits:**

- Thorough comprehension of bookkeeping practices

## Sponsor Coordinator

**Responsibilities:**

- Determine sponsor-able elements of the event
- Manage plans for solicitations of individual and corporate sponsors, including ensuring sponsors receive all benefits as outlined in agreements as well as recognition for their contributions (prior to, during, and after the event)
- All committee members will share the responsibility of team recruitment and securing sponsors

### **Desired Skills/Traits:**

- Excellent networking skills (Bonus: has connections within the community)
- Excellent verbal and written communication
- Perseverance, follow-through

## **Vendor and Community Partner Liaison**

### **Responsibilities**

- Recruit and coordinate with vendors and community partners leading up to and following event
- Organize and manage vendor/community partner set up on event day
- All committee members will share the responsibility of team recruitment and securing sponsors

### **Desired Skills/Traits:**

- Excellent networking skills (Bonus: has connections within the community)
- Perseverance, follow-through

## **Volunteer Manager**

### **Responsibilities**

- Recruit and train volunteers to help for day-of event activities
- Ensure all volunteer documentation is in order prior to the event
- Schedule volunteers to help out in days leading up to event
- Oversee volunteers on event day
- All committee members will share the responsibility of team recruitment and securing sponsors

### **Desired Skills/Traits:**

- Very well organized
- Positivity
- Natural leader who works well with a team

## **Logistics/Production Coordinator**

### **Responsibilities:**

- Directs and monitors the setup, production, and takedown (cleanup) of the event
- Responsible for all operational matters day-of (e.g. catering, décor, entertainment, guest speakers, etc.) coordinating assistance with other volunteers and committee members beforehand
- Up-to-date understanding of event operation requirements/by-laws
- All committee members will share the responsibility of team recruitment and securing sponsors

### **Desired Skills/Traits:**

- Self-directed, very well organized
- Creativity
- Able to multitask/thrive in a fast-paced environment
- Positivity
- Natural leader who works well with a team