



Airdrie Girls Softball Association

AGSA Fundraiser Coordinator Role:

Our Airdrie Girls Softball Board is looking for an individual to take on our Fundraiser Coordinator Role. The position runs all year but most of the work connected to this position is limited to January-June.

Key Responsibilities:

To coordinate fundraising events. The main focus is the bi-yearly raffle tickets and authorizing bottle drives to eliminate overlap within the association.

- Attend monthly meetings
- Fill out and submit an application to the Alberta Gaming and Liquor Commission – January
- Submit request for Raffle Prize, West Jet – January
- Handle all communications with West Jet
- Order the agreed upon amount of raffle tickets from Printer – February/March
- Pick up raffle tickets once they are completed
- Once teams are announced, prepare packages to be handed out to parents at indoor gym times – March
- Organizing Volunteers to help with handing out the tickets
- Keep records of who tickets are assigned to
- Attend Coach and Managers meeting at the beginning of the season to explain the raffle process - March
- Make arrangements to collect raffle tickets from team managers - May
- Make sure that each ticket is returned
- Make the draw for the prize at an Angels home game - May
- Keep an accurate record throughout the season of which team does which area for bottle drives so that they are not overlapping each other

Time Requirements:

- This is a year round volunteer position
- Peak period is January to June
- Max peak hours, 3 per week
- Must be accessible through email
- Must attend all monthly Board meetings

Please contact president@airdriegirlssoftball.com to express interest or if you have any other questions!