



## Volunteer Opportunities at Project Ploughshares Calgary

Following is a listing of opportunities to help out Project Ploughshares Calgary. We would welcome and appreciate your help and guidance with any of these jobs, and would love to have you on board to support us in our efforts in promoting peace in Calgary!

If there is a particular job you're interested in, please **phone Karen at 403-270-7366**, or **email the office at [office@ploughsharescalgary.ca](mailto:office@ploughsharescalgary.ca)**



**Peace Fair** – The Annual Peace Fair is one of our largest events of the year. We always need a lot of hands for this event helping out with a variety of tasks. **Our Core Committee is set for 2012, but we do need people to populate each of those committees.**

- **Core Committee:**
  - Chairperson
  - Volunteer Coordinator
  - Vendors' Coordinator
  - Kitchen Coordinator for lunch & snacks (catered?)
  - Publicity and media person
  - Ploughshares Table Coordinator
  - PPC staff person for contact through office
- Liaison person with venue
- Bake sale coordinator
- Musician/Music Coordinator
- Set up venue, decorate
- Ploughshares table set up (display)
- Info booth display set up
- 'Greeters' who take entry fee
- Clean Up



**Calgary Community Peace Pole** – We hold special events at the Peace Pole throughout the year, and would love to have someone we could call on for the following tasks:

- Chairing meetings
- Fundraising Events
- Taking minutes
- Events Committee



**Remembrance Day** – This is a yearly event held at the Calgary Community Peace Pole to commemorate all those who have died in war and to pledge to raise awareness of the atrocities of war.

- Program development
- Musicians
- Speakers



**Library** – Our library needs some loving care! If you like the detailed work of cataloguing a large number of books, you're the person we're looking for! We would love to have a functional library so that students and others interested in researching or reading about different aspect of Peace Studies could easily find what they are looking for.

- Sort
- Catalogue
- Label shelves
- Develop a lending system



**Monthly Meetings** – Project Ploughshares Calgary has a speaker come in generally the second Wednesday of each month. If you know of a recommended topic and speaker, please let us know. Or maybe YOU would like to do a presentation that would be of interest to our audience! Other tasks include:

- Set up tables, chairs
- Tea, coffee, snacks
- Set up and thank speaker



**Spring Workshop** – Our annual Spring Workshop usually consists of a Friday evening presentation, as well as a full day workshop the following day. Each year the following jobs need to be covered:

- Chairperson
- Minute Taker
- Treasurer/registration
- Communication with speakers
- Brochures/posters/website
- Publicity including Facebook, Twitter –  
Calgary media



**Newsletter** – We publish a monthly newsletter approximately 10 times per year, and would love to have help with the following:

- Writing short articles
- Recommending items for inclusion
- Labelling, stamping, and stuffing newsletters into envelopes



**Special Events** – At least a couple of times each year, we have special events for our members as well as the general public. These could be events suggested by Ploughshares staff or board, or events that we are asked to host. Following are some of the tasks we need help with:

- Liaising with venue
- Vetting appropriate films, writing reviews and making recommendations
- Recommending musicians, possible speakers, dancers, etc. for events
- Setting up and decorating venue
- Working at Ploughshares tables at various events
- Selling tickets at the door
- Assisting with food/snacks



**Email lists updating** – Project Ploughshares has several email lists that badly need updating! In particular, we would like our media, newsletter, churches, and ethnic groups lists updated. This job will involve:

- Research into current emails for media contacts, churches, and local ethnic associations.



## **NEW PROJECT – COMING IN LATE 2012!**

**Abolishing Violent Toys and Games** – This new project will require volunteers to visit toys stores and other stores that carry both games and toys to list specific items that promote violent play. We are also looking for volunteers that would be willing, after the requisite research has been done, to talk with parent groups, schools, churches and community organizations about the problems with giving children violent toys, and the benefits of promoting peaceful play and non-competitive games to our children.



## Calgary Peace Run Volunteer Jobs

Additionally, in 2012 we have developed a new annual event – **The Calgary Peace Run**. There will be many hands needed to ensure a successful run and walk for all participants.

### Race Package Pickup

This job will take place over 3 days at the Eau Claire Running Room, and requires a minimum of 2 people each day. The job is to tick race participants off the list provided as they come in to pick up their bags, which will contain their numbered bibs, safety pins to pin the bib on to their jackets on race day, as well as any other items we will have available to put into the bags. These people need to be at the Running Room at least 15 minutes prior to pick up time.

September 20<sup>th</sup> – 5 – 8 pm

September 21<sup>st</sup> – 2 – 5 pm

September 22<sup>nd</sup> – 11 am – 2 pm

### First Aid Station

Requires one nurse or doctor, plus 1 helper who is trained in First Aid And CPR

### Water Stations

Water stations to be placed at 3K, 6K, and 10K (end of race). We need 6 people to set up the stations and pour water for thirsty runners and walkers!

### Cheerleaders

This is actually an important and fun job! Racers LOVE to be cheered on during their efforts, and appreciate the fact that you are standing there with bells, whistles, tambourines, whatever – saying ‘Great job – just a little further!’ We’d love to have 2 or 3 people at each of the following markers: 2.5K, 5 K, 7.5K and 10K.

### Volunteer Director

This person’s job is to ensure that volunteers are properly trained, know the route, know everything they are supposed to do before, during, and after the race.

## **Publicity Director**

This is a BIG job, requiring someone to be on top of possibilities for radio, TV time, public service announcements, print ads, distribution of race materials as needed. This position could have 3 – 4 people working on all the necessary tasks in order to make this a highly successful race!

## **Race Marshalls**

Race Marshalls ensure that all participants stay on the proper course, and will be posted at turn-around places and other areas of the route where there may be uncertainty as to which direction racers should go. Likely need 6 people to handle this job.

## **Lead Cyclist**

This person starts the race, riding directly ahead of the racers as they leave the start line.

## **Finish Line**

This is a combination of some of the previous jobs, plus another. Runners and walkers will be given water at the finish line, and be cheered along the way. Additionally, help will be needed to take down the finish line equipment, such as the large Running Room banner that starts and ends the race. Anywhere from 4 – 8 people will be needed at the finish line.

## **Race Day Announcer – TBA**

## **Route Set-Up and Take-Down**

We will need people to ride along the route and collect the kilometre markers, as well as to take down the water tables. 4 – 5 people needed for this job.

## **Banners**

We will need 2 – 3 people to put the 8 banners up on bridges over major thoroughfares 2 weeks prior to the race, and then to take them down the day after the race. The banners are quite large, so we will need some strong people for this job! There are very specific guidelines provided by the City of Calgary that will be provided.

## **Fundraising!**

If anyone knows of a potential sponsor that you'd be willing to approach, that would be great! WE definitely could use a couple of very good fundraisers! Packages will be provided to you with all pertinent information if you feel moved to take this job!

### **Door Prizes**

This job involves visiting businesses and asking for donations for door prizes, which will be given out by number at the end of the race. We need a lead person to organize where and when to approach various businesses, and minimum of 2 -3 others to help out.

### **Food & Drinks – Getting sponsors and handing the food out on Race Day!**

This is an important but likely easy job! We need someone to source places for water, coffee, juice, fruit and bagels...preferably places that would like to donate their food and drinks! We have some ideas of where to look – we just need someone energetic to go approach these places, and with a bit of creativity to come up with other places we may not have thought about! This job also entails handing out food to tired runners and walkers at the end of the race, which is always fun because of the high appreciation factor!