

Parkinson SuperWalk is the single most important awareness and fundraising event for Parkinson Society BC and its national partner, Parkinson Canada. Since 1990, SuperWalk has provided a platform for increasing awareness of the needs of those affected by Parkinson's disease. Funds raised support PSBC's programs, support services, advocacy efforts, and contributions to research.

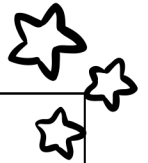
On the weekend of September 7 & 8 incredible British Columbians in more than 15 communities throughout the province will walk together to help give hope to approximately 17,500 people in BC living with Parkinson's disease.

Role Overview

The registration coordinator plays a critical role in the overall success of Parkinson SuperWalk in their community. They will be responsible for managing registration volunteers, handling cash and credit cards and overseeing the overall success of event day registration.

Monthly Commitment

3-4 hours (varies based on community and committee size).



Responsibilities

- Attends all SuperWalk Committee meetings.
- Participates in PSBC's registration training.
- Secures all supplies necessary for successful and secure registration on the event day.
- Ensures all registration volunteers have participated in PSBC's registration training.
- Supervises all registration volunteers on the event day.
- Handles all aspects of registration and the collection of pledge forms, cash and credit card information.
- Ensures the safe stewardship of funds and donor information.
- Confirms all pledge forms are submitted to PSBC's office at the post-event.
- Provides regular reports to the SuperWalk Coordinator/Committee as requested.
- Participate in post-event wrap-up activities.

The Registration Coordinator will have an opportunity to develop leadership skills, supervisory skills, and work closely with volunteers.

Previous banking, or financial work, is an asset.