



## VOLUNTEER POSITION DESCRIPTION

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### WALK EVENT COORDINATOR – CANADA WALKS FOR BLADDER CANCER

#### ABOUT BLADDER CANCER CANADA

Bladder Cancer Canada is the first and only Canadian patient advocacy organization dedicated to bladder cancer issues.

Bladder Cancer Canada (BCC) is committed to providing comprehensive support, raising awareness, and funding crucial research initiatives. As a national charitable non-profit organization, BCC plays a vital role in supporting patients and their loved ones by offering platforms for education, connection and shared experiences.

Through our initiatives, we ensure that individuals facing a bladder cancer diagnosis have access to resources, information and support services. Our unwavering dedication to raising awareness fosters understanding within the community and aims to raise awareness of symptoms among the public and the medical community. We also actively contribute to advancing medical knowledge and treatment options by funding research projects.

By addressing the multifaceted needs of patients, promoting awareness and investing in research, Bladder Cancer Canada stands as a beacon of support for both patients and their loved ones nationwide.

**ROLE:** As a volunteer Walk Event Coordinator, working closely with the National Development Manager, you will be responsible for organizing all aspects of planning and executing a regional walk for Canada Walks for Bladder Cancer in your community.

#### QUALIFICATIONS:

- A reliable and dependable team leader
- Strong project management skills and or event planning skills
- A critical thinker with an ability to multitask and adapt to changing priorities and duties
- Excellent communication skills
- Fundraising experience is an asset
- Knowledge of bladder cancer or Canada Walks for Bladder Cancer (personal or otherwise) is an asset

#### RESPONSIBILITIES:

- Meet with National Development Manager on a regular basis to coordinate and execute all phases of hosting a walk in your community on September 19 or 20, 2026 (monthly calls and/or national walk meetings).
- Recruit volunteers and/or a planning committee as required
- Organize regular meetings with your committee/volunteers
- Secure a location for the walk, ensuring all paperwork is completed
- Act as a liaison between the Bladder Cancer Canada and your local volunteers and community members
- Actively promote the walk in your community and secure sponsorships/donations
- Maintain records of your planning activities

- Oversee and supervise all aspects of the event day (must be on-site that day)

**TRAINING:**

- General BCC Volunteer Orientation
- Walk Lead Welcome Package
- Monthly calls, quarterly national walk meetings, monthly video updates, and extensive support provided by National Development Manager

**TIME COMMITMENT & LOCATION:**

- Work from home
- 8-month term (Event held in September)
- 2-3 hours per week (volunteers to set their own schedule with higher time commitment closer to the event)

**BENEFITS TO VOLUNTEERS:**

- Opportunity to learn more about bladder cancer and to share knowledge and experience
- Strengthen and build a community for bladder cancer patients and their loved ones
- Opportunity to develop and practice event planning and communication skills
- Raising essential funds to support bladder cancer research
- Opportunity to meet new people and network

**Please submit your application (resume, cover letter) to [justink@bladdercancerCanada.org](mailto:justink@bladdercancerCanada.org) by May 1, 2026. In your email confirm that you live in LOCATION and let us know if you have any event experience.**