Volunteer Opportunities 2018
Our Mission
The Parkinson’s Foundation makes life better for people with Parkinson’s disease by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience and passion of our global Parkinson’s community.

The challenges of living with Parkinson’s disease, improving care and finding a cure can seem overwhelming. No individual or group can go it alone.

We are the Parkinson’s Foundation. A community. An alliance. A movement. Where people living with Parkinson’s, families, caregivers, scientists, advocates, donors and volunteers join forces to improve lives and advance toward a cure.

To achieve our mission, the Heartland Chapter needs a strong cadre of volunteers committed to joining us in making life better for people with Parkinson’s.

How do I benefit from volunteering?
- Volunteer experience is a good addition to any resume.
- Builds communication, organizational and leadership skills.
- Demonstrates your commitment to your community.
- Satisfaction in knowing you are making a real impact.

What kind of time commitment should I expect?
We have a variety of volunteer opportunities to choose from that range from a few hours to three years. There is a way for everyone to get involved!

Want to learn more about us before you commit?
- Like us on Facebook - www.facebook.com/parkinsonsfoundationheartland/
- Follow us on Twitter - @PFheartland
- Check out our website - www.parkinson.org/heartland
- Learn about our Moving Day Walks!
  - Kansas City - movingdaywalk.org/find-events?s=Kansas
  - Omaha - movingdaywalk.org/find-events?s=Nebraska
- Learn about what the Parkinson’s Foundation has to offer! - www.parkinson.org
# Table of Content

Pick Your Time and Opportunities (1 to 2 days or more)
- Office Volunteer: Administrative Volunteer ----------- Pg 4
- Office Volunteer: Heartland Chapter Phone Assistant ----------- Pg 4
- Wellness Class: Greeter ----------- Pg 5
- Wellness Class: Volunteer ----------- Pg 5
- Community Support: Program Event ----------- Pg 6
- Community Support: Health Fair ----------- Pg 6
- Community Support: Caregivers Symposium ----------- Pg 6
- Parkinson's Prohibition: Set Up Volunteers ----------- Pg 7
- Parkinson's Prohibition: Registration ----------- Pg 7
- Parkinson's Prohibition: Photographer/Photographer Assistant ----------- Pg 7
- Parkinson's Prohibition: Raffle Volunteer ----------- Pg 8
- Parkinson's Prohibition: Raffle Sales ----------- Pg 8
- Parkinson's Prohibition: Game Volunteer ----------- Pg 8
- Parkinson’s Prohibition: Tear Down Volunteer ----------- Pg 9
- Moving Day®: Day Prior to Event-Evening Set Up ----------- Pg 10
- Moving Day®: Set Up & Logistics Volunteer ----------- Pg 10
- Moving Day®: Accounting Room Volunteer ----------- Pg 10
- Moving Day®: Food and Beverage Volunteer ----------- Pg 11
- Moving Day®: Route Volunteer ----------- Pg 11
- Moving Day®: Parking Volunteer ----------- Pg 11
- Moving Day®: Greeters ----------- Pg 11
- Moving Day®: Water Station Volunteer ----------- Pg 12
- Moving Day®: Kids Zone Volunteer ----------- Pg 12
- Moving Day®: Resource Pavilion Volunteer ----------- Pg 12
- Moving Day®: Registration Volunteer ----------- Pg 12
- Moving Day®: Social Media Assistant ----------- Pg 13
- Moving Day®: Photographer/Photographer Assistant ----------- Pg 13
- Moving Day®: Movement Experience Volunteer ----------- Pg 13
- Moving Day®: Tear Down Volunteer ----------- Pg 13
- Parkinson’s Champions™ Community Fundraisers ----------- Pg 14

Make the Fun Happen Opportunities (6 to 9-month commitment)
- Parkinson’s Prohibition: Honorary Chair ----------- Pg 15
- Parkinson’s Prohibition: Event Chair ----------- Pg 15
- Parkinson’s Prohibition: Live Auction & Raffle Chair ----------- Pg 15
- Parkinson’s Prohibition: Food & Beverage Chair ----------- Pg 16
- Parkinson’s Prohibition: Logistics Chair ----------- Pg 16
- Moving Day®: Event Chair ----------- Pg 17
- Moving Day®: Corporate Chair ----------- Pg 18
- Moving Day®: Family & Friends Teams Chair ----------- Pg 19
- Moving Day®: PR/Media/Marketing Chair ----------- Pg 20
- Moving Day®: Logistics Chair ----------- Pg 21
- Moving Day®: Volunteer Chair ----------- Pg 21
- Moving Day®: Food & Beverage Chair ----------- Pg 22
- Moving Day®: Entertainment Chair ----------- Pg 22
- Moving Day®: Kids Zone Chair ----------- Pg 23
- Moving Day®: Movement Pavilion Chair ----------- Pg 23
- Moving Day®: Resource Pavilion Chair ----------- Pg 24
- Moving Day®: Walk Route Chair ----------- Pg 24
- Moving Day®: Mission Tent Chair ----------- Pg 25
- Moving Day®: Registration Chair ----------- Pg 25

Life Changing Opportunities (1 to 3-year commitment)
- Support Group Facilitator ----------- Pg 26
- Board Committees ----------- Pg 27

Heartland Chapter Contacts ----------- Pg 27
Pick Your Time and Opportunities (1 to 2 days or more)

Heartland Office Volunteers

Administrative Volunteer

Commitment Time: 4 to 8 hours, 1 to 5 days; Monday through Friday 9 AM to 5 PM
Purpose: Support day-to-day operations of the Heartland Chapter office
Qualifications: friendly, professional, reliable, organized/efficient, and capable of operating/troubleshooting copier, computer, and other office equipment
Duties: (under the direction of Heartland Chapter staff)

- Put together new participant packets
- Label rainbow books
- Assist with order fulfillment and mailings
- Assist with educational materials, program information, inventory, ordering, and copying
- Assist with data entry
- Assist with administrative duties as needed (put binders and info. packets together, help set up for meetings, etc.)

Heartland Chapter Phone Assistant

Commitment Time: 4 to 8 hours, 1 to 5 days; Monday through Friday 9 AM to 5 PM
Purpose: Provide superior customer service for incoming telephone calls
Qualifications: Good people and phone skills as well as strong skills in taking written messages
Duties:

- Answer chapter phone
- Refer constituents to HelpLine
- Take accurate information and connect to correct people
- Take messages for staff
Pick Your Time and Opportunities (1 to 2 days or more)

**Heartland Office Volunteers** (8900 State Line Road, Suite 320, Leawood, KS)

**Wellness Class Greeter**
- **Commitment Time:** Tuesday and/or Thursday 9:30 am to 11 am
- **Purpose:** Greet all participants with a friendly smile
- **Qualifications:** Friendly/strong people skills, organized, and reliable
- **Duties:**
  - Greet participants
  - Take attendance and lunch money
  - Make coffee
  - Fill refrigerator with bottled water

**Wellness Class Volunteer**
- **Commitment Time:** Tuesday and/or Thursday 10 AM to 1 PM
- **Purpose:** Assist with the smooth execution of exercise classes, lunch and social time
- **Qualifications:** Friendly/strong people skills. Organized, and reliable
- **Duties:**
  - Assist participants while exercising
  - Help set up and serve lunch
  - Help clean up after lunch
  - Assist with games/socialization
Pick Your Time and Opportunities (1 to 2 days or more)

Community Support Volunteers (Kansas, Western Missouri and Nebraska)

Program Event Volunteer
Commitment Time: 2 to 4 hours at symposium, seminars, community presentations in Kansas, Western Missouri and Nebraska
Purpose: Provide assistance & a friendly face at area events
Qualifications: Friendly/strong people skills and reliable
Duties:
- Help set up for event
- Welcome event participants
- Take attendance and contact info (if Heartland Chapter staff requests)
- Assist with distributing name tags and hand outs
- Help clean up after event

Health Fair Volunteers
Commitment Time: 1 to 4 hours at local venues in Kansas, Western Missouri and Nebraska
Purpose: Provide outreach to community about PD & services offered by Heartland Chapter
Qualifications: Friendly/strong people skills and reliable with the basic knowledge of Parkinson’s & services offered by Heartland Chapter
Duties:
- Help set up information/resources table
- Welcome event participants
- Share Chapter’s Mission and answer questions or direct to Chapter staff
- Take attendance and contact info (if Heartland Chapter staff requests)
- Help clean up after event and return resources to Chapter as requested

Day of Event Volunteers at the Care Partner Symposium (TBD, 2018), KC Metro Area
Commitment Time: 2 to 8 hours at local venue
Purpose: Assist Heartland Chapter staff with the execution of the Care Partner event
Qualifications: Friendly/strong people skills and reliable
Duties:
- Help prep event materials - week prior to event (1 -2 volunteers)
- Help set up for event (3 - 4 volunteers)
- A/V assistance for presentations (1 volunteer)
- Welcome and register event participants (2 - 3 volunteers)
- Breakfast or Lunch helpers (2 -3 volunteers)
- Help clean up after event (3 - 4 volunteers)
Pick Your Time and Opportunities (1 to 2 days or more)

**Day of Event Volunteers - Parkinson’s Prohibition - October 2018** (KC Metro area)

**Set-up Volunteers:** (15 volunteers needed)

**Commitment Time:** Arrive at venue by 2:00 PM, shift ends at 6:00 PM

**Set-up Volunteer Qualifications:** Must be able to lift 50 pounds and stand/walk for extended periods of time

**Set-up Duties:**
- Assist with pick-up/delivery of items from Heartland Chapter office to venue
- Place Table centerpieces and table items
- Signage placement
- Set-up of Photo area
- Set-up Raffle Table
- Set-up Game area

**Registration** (4-6 volunteers)

**Registration First Shift Volunteers**

**Commitment Time:** Arrive at venue by 4:00 PM and shift ends at 6:00 PM

**Registration First Shift Volunteer Duties:**
- Learn Registration System (Computer-Based system)
- Check in attendees
- Offer to enter credit card information for speedier check out
- Distribute name tags, bid numbers and venue map
- Answer general questions

**Registration Second Shift Volunteers**

**Commitment Time:** Arrive at venue by 7:00 PM, shift ends at 10:00 PM

**Registration Second Shift Volunteer Duties:**
- Learn Registration System (Computer-Based system)
- Check out attendees
- Enter credit card information if needed
- Complete transaction for items charged to bid number
- Notify Auction Volunteer of auction Items that need to be retrieved
- Answer general questions

**Photographers and Photographer Assistants** (Need 2 - One for candid photos and one for “mugshots”)

**Commitment Time:** Arrive at venue by 5:00 PM, shift ends at 10:00 PM

**Photographer Qualifications:** Must be able to stand and walk for extended periods of time

**Photographer Duties:**
- One individual will take candid pictures throughout the event.
  - A Photographer Assistant will assist with finding groups of people and other photo ops required by the Heartland Chapter
- One individual will take photos of attendees at the “mugshot” area. This individual will need to encourage attendees to have photos taken.
  - A Photographer Assistant will assist in grouping people and encouraging attendees to have photos taken
Pick Your Time and Opportunities (1 to 2 days or more)

Day of Event Volunteers - Parkinson’s Prohibition - October 2018 (KC Metro area)

Raffle Volunteers (Need 2-4)
Commitment Time: Arrive at venue by 5:00 PM, shift ends at 8:30 PM
Auction Volunteer Qualifications: Must be at least 18 years old and able to stand for extended periods of time
Raffle Volunteer Duties:
- Help set up Raffle tables
- Provide Raffle information to attendees
- Provide security for Raffle items during the event
- Assist with tear down and helping volunteers find items that need to go to registration area

Raffle Sales (Need 2-4)
Commitment Time: Arrive at venue by 5:30 PM, shift ends at 8:30 PM
Raffle Sales Volunteer Qualifications: Must be at least 18 years old, outgoing/friendly, comfortable with selling and able to walk and stand for extended periods of time
Raffle Sales Volunteer Duties:
- Sell raffle tickets
- Talk to attendees about Raffle items in a way that makes them attractive
- Provide information about when the Raffle will take place

Games
Game Volunteer Qualifications: Must be at least 18 years old and able to stand for extended periods of time
First Shift Game Volunteers
Commitment Time: Arrive at venue by 5:00 PM, shift ends at 8:00 PM
First Shift Game Volunteer Duties:
- 4 volunteers to set up Liquor Pull area
  - Unload and display bottles of liquor
  - Put numbers provided by Heartland Chapter on bottles
  - Ensure that matching numbers for each bottle are in the drawing basket provided by Heartland Chapter.
- 1 volunteer for the Liquor Pull
  - Explain game and encourage attendees to participate
  - Collect bid number for payment and record for prize distribution

Second Shift Game/Teardown Volunteers: (5 volunteers needed)
Commitment Time: Arrive at venue by 7:00 PM, shift ends at 10:30 PM
Second Shift Game Volunteer Duties:
- 1 volunteer for the Liquor Pull
  - See above
  - Teardown and assist volunteers to identify prizes to take to registration
- 4 volunteers to run liquor and raffle items from Raffle/Liquor Pull area to registration/checkout
Pick Your Time Opportunities (1 to 2 days or more)

Day of Event Volunteers - Parkinson’s Prohibition (KC Metro area) - October 2018

Tear-Down Volunteers
Commitment Time: Arrive at venue by 9:00 PM, shift ends at 11:00 PM
Teardown Volunteer Qualifications: Must be able to lift 50 pounds and stand/walk for extended periods of time
Teardown Volunteers Duties:
  • Take down Liquor pull
    o load any unsold bottles and number tags to return to Heartland Chapter Office
    o Take any unclaimed bottles that were won to registration
  • Take down and load “mugshot” background
  • Pick up and load all centerpieces and decor
  • Collect and load all unclaimed auction, raffle and liquor pull items
  • Collect all signage
  • Clean up area after event is over to extent required by venue
  • Load truck with items AND return to Heartland Chapter that night to unload (6 to 10 volunteers dedicated to this task)
Pick Your Time Opportunities (1 to 2 days or more)

Additional Moving Day Volunteer Opportunities are available in Omaha for our April 28, 2018, Moving Day Omaha Walk. Contact the Heartland Chapter Community Development Manager at 913.416.4122 to learn more about Moving Day opportunities in either Omaha or Kansas City.

Day Prior to Event Volunteers at Moving Day®: A Walk for Parkinson’s (Kansas City Metro)
FRIDAY, June 8, 2018, at Liberty Memorial, Kansas City MO

➢ Evening Set-Up
   Commitment Time: Late afternoon/early evening
   Set-Up Volunteer Qualifications: Must be able to lift 25 pounds and stand/walk for extended periods of time
   Set-Up Volunteers Duties:
   • Unload items from truck
   • Assist in making sure event boxes, signage, parking cones, tables, and chairs are set out correctly.

Day of Event Volunteers at Moving Day®: A Walk for Parkinson’s
SATURDAY, June 9, 2018, at Liberty Memorial, Kansas City MO

➢ Event Day Set-Up & Logistics
   Commitment Time: Early morning to mid-day
   Set-Up Volunteer Qualifications: Must be able to lift 25 pounds and stand/walk for extended periods of time
   Set-Up Volunteers Duties:
   • Unload items from truck
   • Assist in making sure event boxes, signage, parking cones, tables, and chairs are set out correctly.

➢ Accounting Room Volunteers (3 unrelated individuals)
   Commitment Time: Early morning to mid-day
   Accounting Room Volunteer Qualifications: Must be comfortable with basic accounting and money handling.
   Accounting Room Volunteer Duties:
   • Will be trained by Heartland Chapter staff to manage the accounting/finance area.
   • Will ensure donations are collected and accounted for correctly and efficiently.
   • Will check donation calculations and gives the final donation total to Heartland Chapter staff to be announced to Moving Day® participants.
Pick Your Time Opportunities (1 to 2 days or more)

Day of Event Volunteers at Moving Day®: A Walk for Parkinson’s
SATURDAY, June 9, 2018, at Liberty Memorial, Kansas City MO

➢ Food and Beverage
  Commitment Time: Early morning to mid-day
  Food and Beverage Volunteer Qualifications: Must be able to stand for extended periods of time and may need to be comfortable using cutlery
  Food and Beverage Volunteers Duties:
  • Set up/prepare food and drinks
  • Serve food and drinks to volunteers and participants
  • Pack up items to be returned to the Heartland Chapter at end of day
  • Clean up area at end of day

➢ Walk Route
  Commitment Time: Early morning to mid-day
  Route Volunteer Qualifications: Must be able to walk to route position and stand for extended period of time or provide and transport seating
  Route Volunteers Duties:
  • Guide walkers/runners around the course.
  • Direct walkers/runners to water stations and restrooms
  • Answer basic questions about the event

➢ Parking
  Commitment Time: Early morning to mid-day
  Parking Volunteer Qualifications: Must be at least 16 years old and able to stand for extended period of time. Safety vests will be provided.
  Parking Volunteers Duties:
  • Guide cars of those attending our walk into appropriate parking area.
  • Answer basic questions about the event
  • Direct attendees to Registration

➢ Greeters
  Commitment Time: Early morning to mid-day
  Greeter Volunteer Qualifications: Must be at least 16 years old and either able to stand for extended periods of time or have appropriate seating that is easy to see.
  Greeter Volunteer Duties:
  • Greet participants as they arrive
  • Guide participants to the areas they need to find such as Registration, the Resource Pavilion and restrooms
  • Answer basic questions about the event
Pick Your Time Opportunities (1 to 2 days or more)

Day of Event Volunteers at Moving Day®: A Walk for Parkinson’s
SATURDAY, June 9, 2018, at Liberty Memorial, Kansas City MO

- **Water Stations**
  - **Commitment Time:** Early morning to mid-day
  - **Water Station Volunteer Qualifications:** Must be able to walk to route position and stand for extended period of time or provide and transport seating
  - **Water Station Volunteer Duties:**
    - Hand water bottles out to walkers and runners.
    - Direct walkers/runners to water stations and restrooms
    - Answer basic questions about the event

- **Kids Zone**
  - **Commitment Time:** Early morning to mid-day
  - **Kids Zone Volunteer Qualifications:** Must be good/patient with children
  - **Kids Zone Volunteer Duties:**
    - Help facilitate the various games projects and crafts in the children’s area
    - Direct attendees to the restrooms
    - Answer basic questions about the event

- **Resource Pavilion**
  - **Commitment Time:** Early morning to mid-day
  - **Resource Pavilion Volunteer Qualifications:** Must be knowledgeable about Parkinson’s disease, willing to engage people in conversation, and be able to direct others
  - **Resource Pavilion Volunteer Duties**
    - Help Community Partners find their table in the Pavilion
    - Work the Heartland Chapter table and pass out information
    - Answer basic questions
    - Encourage people to sign Moving Day® Walk sign (for display in office)

- **Registration**
  - **Commitment Time:** Early morning to mid-day
  - **Registration Volunteer Qualifications:** Must be friendly, detail oriented, good with math and spread sheets.
  - **Registration Volunteer Duties**
    - Register event participants
    - Check in money that participants would like to turn in.
    - Distribute T-shirts and bags as necessary
    - Answer basic questions about the event
Pick Your Time Opportunities (1 to 2 days or more)

Day of Event Volunteers at Moving Day®: A Walk for Parkinson’s SATURDAY, June 9, 2018, at Liberty Memorial, Kansas City MO

- **Social Media Assistant**
  - **Commitment Time:** Early morning to mid-day
  - **Social Media Assistant Volunteer Qualifications:** Must be proficient in social media and have strong written communication skills
  - **Social Media Assistant Volunteer Duties**
    - Promote the positive aspects of Moving Day® Walk using social media by posting pictures with descriptions to Heartland Chapter Facebook, Twitter, and Instagram channels at least every 30 minutes during event
    - Use hashtag developed for Moving Day® Walk event on all postings

- **Photographers and Photographer Assistants**
  - **Commitment Time:** Early morning to mid-day
  - **Photographer and Photographer Assistant Qualifications:** Must be able to stand and walk for extended periods of time, outgoing and able to encourage participants to have their photos taken, excellent photography and photo editing skills
  - **Photographer Duties:**
    - Take candid and team pictures during the event, including those requested by Heartland Chapter Staff
    - A Photographer Assistant will assist in grouping people, taking names and encouraging attendees in having photos taken

- **Movement Experience Volunteer**
  - **Commitment Time:** Early morning to mid-day
  - **Movement Experience Volunteer Qualifications:** Must be at least 18 years old, familiar with Parkinson’s, and able to stand for extended periods of time
  - **Movement Experience Volunteer Duties:**
    - Set up Movement Experience Stations
    - Encourage attendees to participate in the Movement Experience
    - Assist participants as they go through the stations of our Movement Experience.
    - Explain how different stations simulate Parkinson’s symptoms.

- **Tear-Down**
  - **Commitment Time:** Mid-morning to early afternoon
  - **Teardown Volunteer Qualifications:** Must be able to lift 50 pounds and stand/walk for extended periods of time
  - **Teardown Volunteer Duties:** (Start at end of awards)
    - Collect and load all event boxes, signage, parking cones, tables, and chairs
    - Pack up all Heartland Chapter materials and load into truck
    - Clean up area after event is over
    - Take trash to designated area
    - Load up all items for transport
    - Return to Heartland Chapter Office at 8900 State Line Road to unload truck
Pick Your Time Opportunities (1 to 2 days or more)

**Parkinson’s Champions™**
Parkinson’s Champions™ is the Parkinson’s Foundation’s community FUNdraising program that allows people in the community to raise awareness and funds for Parkinson’s.

These community fundraisers take the lead in planning their own event or participating in an endurance race.

Decide what you would like to do and turn it into a Parkinson’s Champions™ fundraiser!

**Why Join Parkinson’s Champions™?**
- Easily track your donations and progress on your customized fundraising webpage! A great place to share your personal story, photos and event information.
- Our Parkinson’s Champions™ resource package provides you with the tools to create a successful event.
- Past events include;
  - Gravel Bike Race
  - Golf Tournament
  - Jewelry Party
  - Thirty-One® Bag Party
  - Bowling Party
  - Restaurant Fundraisers
  - Jeans Day at the workplace
  - A Bake-Off Contest
- When you plan your own event or participate in an endurance event it is a great accomplishment for you, but it means so much more for the one million Americans living with Parkinson’s disease.
- To learn more about Parkinson’s Champions™ and to plan your own event, contact Development Coordinator, Lori Williams at (913) 416-4112 or lwilliams@parkinson.org
Make the Fun Happen Opportunities (6 to 9 month commitment)

Parkinson’s Prohibition (KC Metro area) - October 2018

Honorary Chair - A local personality or community philanthropist who can draw attention to the event and solicit funds

**Commitment Time:** August through October  
**Purpose:** Recruit  
**Qualifications:** Strong connection to Parkinson’s disease, willingness to be “the face of the event” and a passion for the Heartland Chapter mission  
**Duties:**  
- Raise awareness about Parkinson’s disease.  
- Draw attention to the event.  
- Solicit funds and event attendees.

Event Chair - An individual or couple who can draw attention to the event, recruit volunteers and solicit funds

**Commitment Time:** January through October  
**Goal:** $100,000 in sponsorships, table hosts, ticket sales and Fund a Need donations.  
**Purpose:** Recruit sponsors, volunteers and attendees through community connections, friends and family  
**Qualifications:** Strong presence in the community and a passion for the Heartland Chapter mission  
**Duties:**  
- Draw attention to the event.  
- Solicit potential sponsors and event attendees with the goal of raising funds and/or reducing event costs  
- Solicit potential volunteers to serve on the planning committee and to man the event

Live Auction and Raffle Chair

**Commitment Time:** January through October  
**Goal:** Net $15,000 ($30,000 retail value) through live auction and raffle ticket sales  
**Purpose:** Recruit committee members with the connections to obtain quality and desirable live auction and raffle items  
**Qualifications:** Must have the ability/desire to solicit with the goal of attaining the above items, be organized and possess strong follow up skills  
**Duties:**  
- Recruit and oversee at least 8 committee members  
- Help committee members with leads to secure items to reach the auction/raffle goal.  
- Plan the execution of live auction as well as raffle sales and Fund a Need donations  
- Lead the execution of all auction/raffle setup and teardown
Make the Fun Happen Opportunities (6 to 9 month commitment)

Parkinson’s Prohibition (KC Metro area) - October 2018

Food and Beverage Chair

**Purpose:** Secure food and beverage sponsors who will donate or provide food/beverages at a deep discount

**Qualifications:** Strong connections to those in the food and beverage industry who have the ability to make decisions about donations and/or discounted merchandise.

**Duties:**
- Solicit potential food and beverage sponsors with the goal of securing donations or deeply discounted merchandise to reduce event costs
- Work with Heartland Chapter staff to close the deal on food and beverage sponsors.

Logistics Chair

**Commitment Time:** January through October

**Purpose:** Recruit and assist in training appropriate volunteers to ensure effective set-up, decorating, attendee check in/out and tear down

**Qualifications:** Must be willing to recruit volunteers from community connections, friends, family and colleagues and possess strong follow up skills to ensure volunteer commitment.

**Duties:**
- Recruit 30 volunteers in the categories identified by Heartland Chapter staff
- Work with Chapter staff to plan the ambiance, decoration, and volunteer instructions
- Lead the execution of all logistical setup and teardown
- Greet and orient volunteers on arrival
- Ensure that all items are loaded and returned to the Chapter office after tear down.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Additional Moving Day Volunteer Opportunities are available in Omaha for our April 28, 2018, Moving Day Omaha Walk. Please contact the Heartland Chapter Community Development Manager at 913.416.4122 to learn more about the opportunities in either Omaha or Kansas City.

Moving Day® Walk Committee
June 9, 2018, Liberty Memorial Kansas City, MO

Moving Day® Event Chair:
Qualifications: A passion for Moving Day®, ability to motivate others and strong logistics skills.
Purpose: Serve as the Committee Chair for Moving Day®, working closely with Heartland Chapter staff to ensure all meetings are successful and that all aspects of the event are taken care of.

Duties:
• Assists in recruiting new Committee Members to ensure all positions are filled.
• Oversees Committee Chairs and sends communication to Committee members about updates, meetings and other event details.
• Helps each Committee Chair with ideas, contacts and assistance when needed.
• Runs monthly Committee Meetings, along with Heartland Chapter staff.
• Event Day: Oversees event program and schedule.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City

- Corporate Chair and/or Co-Chairs:
  Qualifications: Must have strong corporate leadership connections, good leadership, organizational and follow up skills, the ability to recruit corporate teams and sponsors and a passion for the Heartland Chapter mission.
  Purpose: Works on securing corporate contacts for corporate teams and sponsors.

Duties:
- Recruit and steward 3-5 new corporate Moving Day partners either as new corporate teams or event sponsors.
- Recruits and oversees a Moving Day® Corporate Advisory Group (with assistance from Heartland Chapter staff).
- Provides a list of area businesses and community leaders to invite to participate in Moving Day (as either corporate sponsors and/or corporate teams). Works with Heartland Chapter staff to approve and sign a letter to all businesses on the prospect list.
- Identifies sponsorship leads for Moving Day and helps facilitate introductory meetings.
- Hosts, assists with and speaks at the Corporate Recruitment Event. Provides a list of community leaders to invite to the event.
- Endorses a Moving Day Corporate Team and hosts an internal company recruitment kick-off event. Appoints a company liaison to serve as the Corporate Team Captain and designated contact for Heartland Chapter (if not the Corporate Chair).
- Assists Heartland staff in recruiting a company leader to serve as the Corporate Chair for next year’s event.
- Event Day: Participates in media opportunities/interviews and greets corporate sponsors and teams.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City

- **Friends and Family Teams Chair and/or Co-Chairs:**
  - **Qualifications:** Must have a passion for Moving Day® and the Heartland Chapter Mission as well as strong leadership, organizational and follow up skills. Past participation as part of a Moving Day® Friends and Family Team is preferred.
  - **Purpose:** Recruits team captains who will form teams and fundraise. In addition, the Friends and Family Teams Chair will assist Heartland Chapter staff with team captain follow-up calls and emails.
  - **Duties:**
    - Forms a Moving Day® team and serves as a role model for other team captains (conducts online fundraising campaign, updates personal webpage, shares fundraising ideas, etc.).
    - Secures new team captains who will recruit team members and fundraise for Moving Day.
    - Assists Heartland Chapter staff with team captain follow-up calls and emails to ensure that all team captains are set up for success and feel supported.
    - Cultivates personal relationships with friends and family team captains.
    - Shares fundraising ideas to raise more money.
    - Prepares talking points about Moving Day and why it’s important to participate (to possibly share at meetings and events).
    - **Event Day:** Greets team captains in the registration tent and serves as their main point of contact at the event.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City, MO

- PR/Media/Marketing Chair:
  Qualifications: Must be outgoing and able to easily communicate the importance of Moving Day® and the mission of the Heartland Chapter
  Purpose: Secures in-kind media partnerships including television, radio, print and web. Also works with the Heartland Chapter media kit to pitch patient, program and/or research-related stories. Assists with the local marketing campaign, including palm card and brochure distribution.

Duties:
- Forms a Moving Day® corporate or friends and family team and recruits team members.
- Works with Heartland Chapter staff to develop and implement a local marketing campaign, including palm card/brochure distribution and identifying effective marketing opportunities (e.g., bulletin boards, magazine ads).
- Works with Heartland Chapter staff to develop and implement a media plan for Moving Day that includes securing media partners to air the Heartland Chapter Moving Day PSA (TV and radio PSA’s are available). Ideally we would have TV, Radio and Print media partners.
- Works with Heartland Chapter staff to pitch stories to appropriate journalists and/or reporters using the media kit.
- Assists with development and/or updating the media contact list.
- Coordinates special media opportunities to publicize the event via press releases, announcements, ads, interviews, etc.
- Tries to secure a celebrity or person of interest to speak at the event and/or help out with media opportunities. Also, keeps a list of participants with inspiring stories willing to speak with members of the media at Moving Day.
- Event Day: Serves as the on-site Moving Day media contact.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City

Logistics Chair and/or Co-Chairs:
Qualifications: Must have strong leadership, organizational and follow up skills, the ability to recruit /motivate others and a passion for Moving Day.

Purpose: Helps Heartland Chapter staff with all Moving Day® logistics including shuttles, parking, activities, tents, tables/chairs, signage, etc.

Duties:
- Helps Heartland Chapter staff secure logistics vendors, gather price quotes, finalize a site plan and make calls about logistics issues.
- Works with all Committee Chairs to determine and track logistical needs (tents, tables, chairs, port-a-johns, security, etc.) for all Moving Day® areas (e.g., Kid Zone, Movement Pavilion, etc.)
- Works with Heartland Chapter staff to develop a parking/shuttle plan for Moving Day.
- Helps plan the event details for the Moving Day Kick-off event (e.g., securing the venue, food, date/time).
- Event Day: Serves as the main point of contact for any day-of vendors. With the assistance of volunteers, places all event signage around the main Moving Day site, including all parking and directional signs. Manages parking and traffic volunteers to ensure a smooth start to the event.

Volunteer Chair and/or Co-Chairs:
Qualifications: Must have strong leadership, organizational and follow up skills, the ability to recruit /motivate others and a passion for Moving Day.

Purpose: Helps Heartland Chapter staff recruit volunteers for the Moving Day® event. Communicates with volunteers during the months leading up to the event and directs volunteers on the day of the event.

Duties:
- Forms a Moving Day® corporate or friends and family team and recruits team members.
- Creates a volunteer prospect list from clubs, organizations and corporate volunteer groups.
- Secures volunteers for Moving Day using the Volunteer Tracker. Positions to fill include: set-up/clean-up, registration, food/beverage, water stations, traffic directors, etc. Should also recruit and train an assistant prior to the event to help manage volunteers and answer questions.
- Assigns volunteers to specific tasks and communicates with volunteers prior to Moving Day.
- Event Day: Greets all volunteers at Moving Day and distributes assignments and t-shirts, with the help of a Volunteer Assistant.
**Make the Fun Happen Opportunities (6 to 9-month commitment)**

**Moving Day Walk Committee**
June 9, 2018, Liberty Memorial Kansas City

- **Food and Beverage Chair and/or Co-Chairs:**
  
  **Qualifications:** Must have a passion for Moving Day.
  
  **Purpose:** Secures food/beverage donations for Moving Day®.
  
  **Duties:**
  
  - Forms a Moving Day® corporate or friends and family team and recruits team members.
  - Creates a prospect list of companies to solicit for in-kind donations.
  - Works with Heartland Chapter staff to determine the number of supplies needed and develops a solicitation plan to secure donations.
  - Secures snacks for volunteers and participants (bagels, food bars, fruit, etc.)
  - Makes follow-up calls and secures donations. Coordinates day-of delivery, set-up, distribution and clean-up (works with the Volunteer Chair to ensure that there are volunteers to help with all aspects).
  - **Event Day:** Manages food and beverage areas (including volunteers and vendors) at Moving Day®.

- **Entertainment Chair and/or Co-Chairs:**
  
  **Qualifications:** Must have a passion for Moving Day.
  
  **Purpose:** Creates an exciting atmosphere for the event, including entertainers, decorations, music, etc.
  
  **Duties:**
  
  - Forms a Moving Day® corporate or friends and family team and recruits team members.
  - Secures donated entertainment for Moving Day, including a DJ/Emcee (with outdoor sound equipment), marching band, sports mascots, cheerleaders, photographers/videographers, balloons/balloon arch, etc.
  - Works with Heartland Chapter staff to finalize the event schedule, Opening/Closing Ceremony speakers and script, and the talking points for the event. Follows up with program participants to ensure they have the talking points in advance and know where to be when.
  - Works with Heartland Chapter staff and the Logistics Chair to ensure that all sound/electrical requirements for the entertainers are set up in advance of the event.
  - **Event Day:** Greets and manages all entertainers and speakers at Moving Day.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City

Kids Zone Chair and/or Co-Chairs:
Qualifications: Must have a passion for Moving Day.
Purpose: Creates a fun and engaging activity area for children (of all ages).
Duties:
- Forms a Moving Day® corporate or friends and family team and recruits team members.
- Secures donated activities and entertainers for the Kid Zone, including clowns, face painters, obstacle courses, magicians, arts and crafts, concessions, etc. Follows up with all service providers to check references and insurance requirements (when necessary).
- Contacts local businesses and solicits sponsors for this area (“Kids Zone Sponsor”).
- Works with the Volunteer Chair to ensure that there are plenty of volunteers to assist with this area during the event (for example, bounce houses must be supervised at all times).
- **Event Day:** Manages vendors, volunteers and entertainers in the Kid Zone.

Movement Pavilion Chair and/or Co-Chairs:
Qualifications: Must have a passion for Moving Day.
Purpose: Plans all Movement Pavilion activities and secures physical therapists, trainers and instructors to lead movement activities and demonstrations.
Duties:
- Forms a Moving Day® corporate or friends and family team and recruits team members.
- Identifies potential Movement Pavilion sponsors and businesses who would be interested in participating.
- Plans Movement Pavilion activities and schedule and recruits instructors for activities which include: yoga, Pilates, stretching, tai chi, boxing, dance, etc. (Must have chair/seated options for people who can’t stand or get down on the ground.)
- Participating businesses and instructors should have experience working with Parkinson’s patients.
- **Event Day:** Greets Movement Pavilion businesses and instructors and makes sure everything runs smoothly and stays on schedule in the Movement Pavilion.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City

➢ Resource Pavilion Chair and/or Co-Chairs:
  Qualifications: Must have a passion for Moving Day.
  Purpose: Recruits businesses and organizations interested in participating in the Resource Pavilion (should be organizations and businesses that offer support to PD patients and caregivers).
  Duties:
  • Forms a Moving Day® corporate or friends and family team and recruits team members.
  • Identifies and secures businesses/organizations interested in hosting a table within the Resource Pavilion. Resources should be relevant and helpful to PD patients and/or caregivers (e.g., caregiver support, nutrition, fitness resources).
  • Communicates with these businesses/organizations to ensure they know where to be when and that a tabling fee has been paid (if required - nonprofits and universities don’t pay a tabling fee).
  • Event Day: Greets all Resource Pavilion participants and makes sure they have what they need within the tent.

➢ Walk Route Chair
  Qualifications: Must have a passion for Moving Day.
  Purpose: Responsible for all aspects of the 5K and 1-mile route options.
  Duties:
  • Forms a Moving Day® corporate or friends and family team and recruits team members.
  • Manages all aspects of the 5K and 1-mile walk routes, including route signage, water station(s), porta potties, starting line and finish line, etc.
  • Secures a water station sponsor.
  • Works with the Volunteer Chair to ensure that there are volunteers to help with route marking the morning of the event. There should also be volunteers along the route to help cheer on the walkers.
  • Event Day: Marks route with arrows and signage. Makes sure porta potties and the water station are in place and have what they need. Makes sure the starting/finish line is set up and helps with walk-out.
Make the Fun Happen Opportunities (6 to 9-month commitment)

Moving Day Walk Committee
June 9, 2018, Liberty Memorial Kansas City

- **Mission Tent Chair and/or Co-Chairs:**
  
  **Qualifications:** Must have a passion for Moving Day and the Heartland Chapter Mission.
  
  **Purpose:** Manages the Parkinson Foundation’s Mission Tent at Moving Day® and is responsible for answering questions about Heartland Chapter programs and resources and helps participants order educational materials.
  
  **Duties:**
  
  - Forms a Moving Day® corporate or friends and family team and recruits team members.
  - Learns about Heartland Chapter’s major programs and resources, using the provided training packet.
  - Secures food, games or prizes for the Mission Tent area to make it more exciting/inviting.
  - Works with Heartland Chapter staff to help provide a mission-centered tent area including but not limited to:
    - Parkinson’s Foundation (PF) materials (confirms with Heartland Chapter staff that everything was ordered for event)
    - Photo boards
    - Mission-related projects (quilting, stories, etc)
    - Raffle
  - **Event Day:** Sets up Mission Tent and trains other Mission Tent volunteer. Answers questions throughout the morning about Heartland Chapter’s programs and resources. Helps participants order educational materials from PF.

- **Registration Chair**
  
  **Qualifications:** Must have a passion for Moving Day.
  
  **Purpose:** Manages the registration tent at Moving Day® to ensure that registration runs smoothly and complies with established procedures. Assists other Committee Chairs with tasks and planning leading up to the event.
  
  **Duties:**
  
  - Forms a Moving Day® corporate or friends and family team and recruits team members.
  - Assists other Committee Chairs with planning for Moving Day.
  - Works with Heartland Chapter staff on the registration plan for Moving Day.
  - **Event Day:** Trains volunteers and manages the registration area to make sure that every participant checks in and completes the necessary paperwork. Makes sure donations get transferred to the finance area quickly and securely.
Life Changing Opportunities (1 to 3 year commitment)

Support Group Facilitator:

Commitment Time: January through December

Purpose: Lead Support group meetings & connect members with resources

Qualifications:

- Friendly/strong people skills
- Reliable and organized
- Knowledgeable about Parkinson’s disease, or able to connect with Parkinson’s experts and resources
- Ability to facilitate discussions among participants and gently redirect individuals who go off topic

Duties:

- Plan for monthly support group meetings
- Notify Heartland Chapter Program Manager of meeting dates/topics
- Send reminders to regular participants & those expressing interest in upcoming meetings (phone, mail, or email)
- Collect contact information from support group participants and send to Heartland Chapter Program Manager
- Provide reports to Program Manager regarding attendance, speakers and topics.
- Schedule guest speakers for some of the support group meetings, as determined by support group members
- Use the Heartland Chapter Program Manager as a resource regarding issues identified by the group. Contact Program Manager with questions, concerns and or assistance in locating resources

For more information, contact the Heartland Chapter Program Manager at 913.341.8828
**Life Changing Opportunities** (1 to 3 year commitment)

**Board and Board Committees**
- Board Development
- Fund Development
- Mission Outreach

For more information, contact the Heartland Chapter Executive Director at 913.341.8828.

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**Heartland Chapter Contacts**  
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