

# 2010 Sponsored Employee program: job description



**United Way**  
of Greater Simcoe County

## Primary Role

As part of the 2010 Sponsored Employee Team, to provide support to approximately 300 United Way of Greater Simcoe County workplace campaigns on a full-time basis during the fall fundraising campaign. Project management, customer service, public speaking and teamwork skills are used in the role. The Sponsored Employee works under the management of a professional United Way fundraiser.

## Key Responsibilities

The following represents the key responsibilities of a Sponsored Employee:

- Support workplace volunteers in planning, execution and wrap up of employee workplace campaigns
- Develop relationships with and provide excellent customer service to workplace volunteers
- Attend campaign meetings and events as required
- Provide workplaces with materials and arrange for speakers and tours
- Deliver training sessions to volunteer committee members and canvassers
- Promote United Way's Community Fund to employee groups through speeches and presentations at campaign kick-off and wrap-up events
- Monitor and report campaign progress
- Identify campaign problem areas and develop solutions with direction from United Way staff
- Ensure that all workplaces and volunteers receive appropriate recognition
- Complete a detailed final report on all assigned United Way workplace campaigns

## Skill Set

Sponsored Employees will build upon their existing experience by developing and enhancing the following:

- Outstanding customer service skills
- Teamwork and interpersonal skills
- Time and project management skills
- Public speaking skills
- Organization, facilitation and analytical skills
- Leadership skills



“Being a Loaned Representative for the 2009 UWGSC campaign was one of the greatest experiences of my career. Everyday presented new challenges and new experiences that I was able to learn and grow from. I feel that these learning experiences will benefit myself and my employer for years to come.”

*Jennifer Stepanic,  
Tax Auditor, Barrie Tax Services Office,  
Canada Revenue Agency*

## Accountability and Support

Sponsored Employees and their employers should be aware of the following time commitment and role expectations:

- Mandatory training takes place in September.
- For the duration of the 15-week program —September to December 18 Sponsored Employees will work out of the United Way of Greater Simcoe County office at 136 Bayfield Street, Barrie, ON
- Employees are engaged full time and are not available to continue with their regular workplace duties during this time
- Sponsored Employees report to a United Way Campaign Manager
- Sponsored Employees receive ongoing verbal and written evaluation throughout the program

For more information on the on the Sponsored Employee Program,  
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