Team Captain Job Description

POSITION TITLE: Team Captain

WORKS WITH: Steve French, Development Director

POSITION SUMMARY: Responsible for working closely with agency staff to fulfill responsibilities outlined below

MAJOR RESPONSIBILITIES:

- Serve as Team Spokesperson for the Walk
- Motivating co-workers, family and friends to register by distributing Team Member brochures, hanging posters and sending memos, e-mails or letters
- Lead by example by organizing a group of walkers (co-workers, families, friends)
- Setting Team goals and inspiring each Walker to raise a minimum of $100
- Lead by example by writing a fundraising letter or e-mail message about your participation in the Walk to family, friends, co-workers and business associates
- Participate in the Walk as a leading member of your company/family Team
- Work with event staff coordinator to track your team-building and fundraising activities
- Collect all team members' pledges and donor rosters and submit the contributions to your Breathe California representative.

SUGGESTIONS FOR SUCCESS

- Host an informational session for potential Team members 8 weeks prior to the date of the event
- Lead by example by obtaining team t-shirts for your team members
- Have your own company serve as a corporate sponsor of the Walk
- Get your company to appoint a key person in each department within the company to serve as a department Team Captain encouraging them to register their families and friends