



Team Captain Job Description

POSITION TITLE: Team Captain

WORKS WITH: Ramya Chitator, Marketing and Development Manager

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
- * 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 few 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