



## **Special Events Volunteer**

### **POSITION REPORTS TO:**

Volunteer Team Leader- Special Events

### **PURPOSE:**

Special Events Volunteers will help organize and implement fundraising events which could include, but are not limited to, Super Walk, Pitch-in, Cut-a-Thon, and Tulip Sales

### **QUALIFICATIONS:**

- Prior experience is not necessary
- Flexible/adaptable depending on the event and the position
- Resourceful
- Friendly
- Compassionate
- Self-motivated

### **RESPONSIBILITIES:**

- Attend planning meetings and/or orientation on the day of event
- Carry out assigned duty to ensure smooth operations of the event
- May require physical exertion and the ability to stand for long periods of time
- Duties may include, but are not limited to, preparing for an event, setting up, staffing display areas, being present, as needed to greet guests, provide information about the event, or assist with presentations. When the project or event is completed, the volunteer may assist with cleanup and finishing various logistic functions.

### **SUPPORTS FOR SUCCESS:**

- Initial Training
- Ongoing training/feedback at the event.
- Ongoing team Leader and/or PSCNO staff support

### **TIME COMMITMENT:**

- 2-4 hours training and orientation
- 4-8 hours on day of event