**EVENT VOLUNTEERS**

**Position Summary:**
Event volunteers help the Foundation raise funds by assisting at events. Varied tasks are assigned to ensure success of the event.

**Responsibilities:**

* Volunteers have varied responsibilities depending on the event.
* Examples of event assignments include set-up and take down, greeting guests, registration, coat check, raffle ticket sales, facilitating games or other event experiences.

**Volunteer Commitment:**

* Volunteers may sign up for an event as their availability allows. We have two major internal events per year and a number of smaller external events that may need volunteer assistance.
* Events that need volunteers will be posted at least one month prior to the event in our weekly volunteer newsletter, Wish Wednesday.

**Availability:**

* Evenings, weekends and some weekday shifts.

**Required Training:**

* Provided onsite at the event or prior to the event.

**Desired Qualifications:**

* Friendliness, a positive attitude and a willingness to work hard.
* Ability to follow direction.
* Flexibility and adaptability.
* Experience in event planning or event management.
* Excellent customer service skills.
* Experience in fundraising or sales a plus.