



Special Events Position Description

Position Title: Special Events Volunteer

Position Type: Peace House Event Supporter

Purpose: Assist with the preparation and execution of a special event. Peace Houses' Special Events include: Spring Luncheon, Dinner/Gala at Louland Falls, Bling Fling, Walk a Mile in Her Shoes and the Luxury Home Tour

Location: Community Office and other locations as specified

Key Responsibilities:

- In coordination with the Director of Development, complete assigned event tasks such as:
 - Greeter
 - Registration Management
 - Event Set-Up
 - Event Take-Down
 - Direct participants and answer questions
 - Staff a table/booth
 - Other duties as assigned
- Speak knowledgeably about Peace House and the mission

Supervised By: Volunteer Coordinator

Time Commitment: Shift length to be determined for each event; sign up in advance is required

Physical/Age Requirements: 18 years or older; ability to lift 25lbs; ability to stand for extended periods of time

Qualifications: Organization and attention to detail preferred

Training Required: Brief event orientation

Dress Code: Casual