



<p>Position Title: Special Events Volunteer Position Type: Event Planning and fundraising Program Area: Fundraising Reporting Relationship: Manager, Marketing and Fund Development</p>

Program Overview:

East Wellington Community Services (EWCS) is a community-impact organization that addresses the health and care, transportation, employment and social service needs of individuals and families in East Wellington. EWCS holds a variety of special events and fundraisers throughout the year. Funds raised at these events are used to help fund our agency's programs and services.

Position Purpose: The fundraising volunteer provides a range of support activities for East Wellington Community Services. The goal of the position is to attend third party or EWCS' events in order to represent the agency, accept food or monetary donations, and distribute agency information.

Qualifications: Volunteers in this position should have strong interpersonal and teamwork skills; ability to build relationships with new people and organizations; fundraising and event experience an asset; and strong organizational skills.

Duties/Responsibilities:

- Promotes the event in the community
- Attends function on event day and helps with set-up, registration, silent auction, accepting food or monetary donations, distributes EWCS information, etc.
- Depending on upcoming event, may participate on the event organizing committee by attending committee meetings when required
- Keeps in contact with event organizer via email or phone on days leading up to event
- Serves as an ambassador of EWCS, promoting a positive image of the organization
- Assists with the tasks associated with Special Events (i.e. selling tickets, dropping off and picking up materials, collecting silent auction items from businesses, etc.)
- Dropping off donations to EWCS main office following event
- Behaves in the manner consistent with the values and ethics of EWCS appropriately representing the agency in the community
- Performs other duties as required

Time Commitment: Events occur sporadically throughout the year, however the majority take place in Spring, Summer and Fall months. Volunteer can choose to do one or more events during the year.

ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION:

I have received a copy of the position description and have read and understand its contents.

Volunteer Name:_____ ***Date:***_____

Volunteer Signature:_____

Manager's Signature:_____