

## Events Assistant

**Position Title:** Events Assistant Volunteer

**Reports to:** Event Coordinator

**Time Commitment:** Event days and time vary, 2-4 hours per event

**Duration:** Ongoing

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### Position Summary:

As an Events Assistant Volunteer, you will play a key role in helping set up and run events that support our organization's mission. This is a great opportunity for anyone who enjoys working with people, staying organized, and being part of a fun, fast-paced environment.

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### Key Responsibilities (varies by event):

- Setup/takedown
  - Greet and check in guests, answer questions, and direct attendees
  - Help manage registration, ticketing, or raffle tables
  - Support decorating, signage, or preparing materials
  - Assist staff during the event with coordination and problem-solving
  - Assist in food preparation and serving
  - Ensure a welcoming and positive experience for guests
  - Clean and pack up event materials post-event
  - Ironing tablecloths and washing them post event
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### Preferred Qualifications:

*Training/orientation will be provided before the event.*

- Friendly and outgoing; enjoys working with people
  - Organized, flexible, and calm under pressure
  - Good communication and teamwork skills
  - Able to lift light event materials or stand for extended periods (optional)
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### Benefits:

- Gain experience in event planning and public engagement
- Work with a passionate, mission-driven team
- Learn behind-the-scenes operations of community or fundraising events
- Enjoy fun, social settings and the chance to make a real impact!