

Job Description

WALK FOR WARMTH VOLUNTEER AND EVENTS COORDINATOR VOLUNTEER

Job Mission: In partnership with the communications team, the volunteer and events coordinator volunteer is **responsible for volunteer recruitment, orientation, volunteer assignment, implementation and supervision of volunteer activities**; and, with the assistance of the Communications and Donor Development Liaison, coordination of specific Walk for Warmth event planning opportunities.

Performance Standards:

1. Provide event coordination support for the Walk for Warmth
2. Assist with Walk for Warmth event planning.
3. Prepare volunteer orientation, recruit volunteers, and assign volunteers to their roles.
4. All other duties as assigned.

Objectives:

1. Support community events and meetings.
2. Update volunteer orientation materials for events.
3. Recruit event volunteers.
4. Assist with community relations as needed.

Qualifications:

1. Experience in organizing special events and community relations support.
2. Experience in volunteer recruitment and oversight.
3. Working knowledge of computer applications especially using Windows environment for word processing.

Length of volunteer term: Ongoing