



## Events Team Volunteer Job Description

**Reports to:** Volunteer Manager

**Position Summary:** Assist Healing Reins in planning and carrying out events, such as fundraising, training, community awareness, and community appreciation events.

**Qualifications:**

- All Events Team Volunteers must have filled out the volunteer application.

**Events Team Responsibilities:**

- Work with the Resource Development Committee and other members of the Events Team to plan day-of support for events, including decorating, food preparation, and set up and take down.
- Provide support as needed during events, to ensure all aspects of the event run smoothly and efficiently.
- Provide support as needed for donation solicitation and marketing.
- Work as a team with staff and other volunteers.
- Follow directions from staff and the Resource Development Committee.
- Ensure compliance with all Healing Reins policies.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and/or skills that may be required.