

Event Coordinator Volunteer Description

Purpose and Goal

Event Volunteers help to deliver a variety of different events at the Foundation from planning and preparation to setting up and running activities on the day of events. It's about offering something fun and memorable for donors to encourage repeat donations and referrals.

Primary Responsibilities

- Providing a warm, friendly welcome to all donors as the public face of the Foundation, answering any questions and encouraging people to get involved
- Helping to prepare for various events—this might involve planning and preparation activities, information and signage, displays, moving tables and chairs, putting up gazebos, etc.
- Assisting at large scale events such as the annual Gala and Haunted House—this might involve parking, directing donors, providing information, running stalls, assisting with activities, ticket selling, and cash handling
- Soliciting donor feedback on events by filling in comment cards or questionnaires
- Helping to clean up after events—this might involve taking down signage, displays, packing away tables, chairs, and other equipment, taking down gazebos, removing trash

Qualifications

- Passionate about making a difference in the community
- Expertise in facilitating event planning and organization
- The optimal size of events volunteer team is twenty to thirty members

Time Commitment

- Time to dedicate to this professional volunteer opportunity (up to 10 hours per month)
- Commitment to take on occasional event-related projects as needed
- Commitment to attend regular meetings
- On an ad hoc basis, attend events according to schedule—events usually take place during evenings and weekends

Benefits

- Gain an understanding of local community needs and how they are being addressed
- Improving your communication skills
- Great personal satisfaction, since you have the opportunity to make a real difference to our donors' lives

Orientation and Training

- Read the Morning Star Foundation by-laws, Morning Star Foundation Articles of Incorporation
- Meet with the Marketing Committee Chair and Chief Executive Officer

This role is purely voluntary and this arrangement is not meant to be legally binding or an employment contract. Out-of-pocket travel costs between home and volunteering place will be offered.

Foundation Key Contact

Julie Webster

Chief Executive Officer

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