



Volunteer Job Description

Events and Community Outreach

Objectives:

- Event Assistants help our development staff by planning and executing events held throughout the year to raise money for and promote our organization.
- Community Outreach volunteers will help by hosting information tables in the community and at organized events, and/or distributing posters, postcards, invitations and brochures to local businesses and cool hangouts.

Supervisor: Programs Manager

Days & Hours Needed:

- Events usually take place in the evening and/or on weekends, but the dates vary from year to year. Assistance during the week with preparation prior to the event may also be needed
- Once trained, you'll receive email updates about upcoming events and can sign up to volunteer as your schedule allows

Qualifications & Special Skills Required:

- Must be comfortable interacting with the public
- Excellent communication skills
- Is punctual and reliable

Responsibilities:

- Greet and direct the public as required
- Pass out information and engage members of the public
- Be a positive spokesperson for PARL, representing our judgment-free and customer-focused philosophy
- Handle exchange of money for products and accept donations as required; make change and maintain correct records
- Provide accurate information to the public regarding PARL services and policies

Required Training:

- Orientation
- Events & Outreach Training

Revised 5/25/21