Special Events Volunteer Job Description

Job Summary: As a Special Events Volunteer, you will play an integral role in supporting the planning, execution, and success of We Are One United's special events. Your enthusiasm, dedication, and willingness to contribute to memorable experiences for attendees will make a significant impact on our events.

Key Responsibilities:

1. **Event Setup and Preparation:**
    - Assist in the setup of event venues, including arranging decor, signage, seating, and equipment.
    - Collaborate with the Events team to ensure that event spaces are organized and visually appealing.
    - Help with assembling event materials, gift bags, and any necessary supplies.
2. **Guest Engagement and Support:**
    - Greet attendees with a warm and welcoming demeanor.
    - Provide directions, answer questions, and help ensure a positive attendee experience.
    - Distribute event programs, name tags, and other materials to guests.
3. **Logistics and Operations:**
    - Aid in managing event logistics, such as registration, check-in, and crowd flow.
    - Assist with maintaining a smooth flow of activities during the event, including assisting speakers, performers, and vendors as needed.
    - Monitor event areas for cleanliness, safety, and overall organization.
4. **Event Promotion and Outreach:**
    - Help promote events through social media, distributing flyers, and word-of-mouth.
    - Engage with event attendees and encourage them to share their experiences on social platforms.
5. **Assistance with Event Activities:**
    - Support event activities and interactive stations, ensuring participants have a great time.
    - Assist with games, contests, or other engaging elements of the event.
6. **Post-Event Wrap-Up:**
    - Assist with event breakdown and cleanup, ensuring the venue is left in good condition.
    - Provide feedback and suggestions to the Events team for future improvements.
    - Participate in post-event evaluations and discussions.

Qualifications:

- Enthusiasm for event planning and a passion for creating memorable experiences.
- Excellent communication and interpersonal skills.
- Strong teamwork and collaboration abilities.

- Ability to take initiative and work effectively under pressure.
- Flexibility to adapt to changing event needs.
- Attention to detail and a proactive attitude.

Preferred Skills:

- Previous experience in event volunteering or related roles.
- Basic understanding of event logistics and operations.
- Familiarity with social media platforms.
- Creative thinking and problem-solving skills.

Working Conditions:

This role may involve standing for extended periods and some light lifting. Special events may occur during evenings and weekends.

Application Process:

To express your interest in becoming a Special Events Volunteer, please submit a brief statement outlining your motivation, relevant experience, and any skills that would make you a great fit for the role.

We Are One United welcomes individuals from diverse backgrounds and experiences to apply.