

Position Title: Volunteer for Special Events

Reports to: Jeff Tarr, Director of Development and Martha Coleman, Communications & Volunteer Manager

Overview of the position: Help with fundraising and special events (including our annual fundraiser, Musical Mayhem, and our annual Free Clinic Day).

Specific Responsibilities:

- ❑ Help with mailings (save the date postcards; invitations; post-event thank you letters for Musical Mayhem and letters and flyers for Free Clinic Day).
- ❑ Help create decorations and assemble auction baskets or Free Clinic Day take-away bags and children buckets.
- ❑ Set up event (decorate, set up sponsor tables, registration table, and auction tables).
- ❑ Work event (various jobs during the event coat check, registration, auction aid or check out table at Musical Mayhem or registration, craft table or checkout at Free Clinic Day).
- ❑ After the event, help clean and pack up.

Time commitment: Help with one event per year: Musical Mayhem is usually in late February/early March; Free Clinic Day is a Saturday in May.

Qualifications:

***Age requirements:** Must be 16 years of age or older for Free Clinic Day and/or to help with preparations. All Musical Mayhem volunteers must be 21 years of age or older.

***Skills/education:** None.

***Experience:** None.

***Training and screenings required:** Meet with a member of the Development department to learn job specifics prior to event. There will be an on-site group orientation before each event.

Benefits to the Volunteer:

Meet people in the community and help the Center raise more money to fund programs that help individuals with communication disorders.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____