

EVENT VOLUNTEER

JOB PURPOSE

Event volunteers provide support to the clinic by preparing for and participating in fundraising and other outreach events.

PRIMARY DUTIES AND RESPONSIBILITIES

Participate event planning activities – meetings, calls, site visits, etc.

Perform outreach to local businesses and individuals for donations and support

Participate in the event

TIME COMMITMENT

Volunteers are required to commit 4 months prior to the event through the event

Volunteers are required to come at least half of the scheduled meetings. Anticipate meetings may be as frequent as once/week just prior to the event. Early in the planning process meetings will likely be monthly/bimonthly.

Volunteers should plan to be present or ensure there is appropriate support the day of the event.

QUALIFICATIONS

Must be at least 18 years old

Willingness to serve persons with limited access to healthcare and who are from diverse backgrounds

Adherence to OSHA and HIPAA confidentiality requirements

Ability to work well in a team setting

Detail-oriented with excellent follow-through skills