

## Category 3: Events

### **EVENTS VOLUNTEER**

#### **Description of Position**

Events Volunteers plan and execute several family-friendly events held at GRNA throughout the year, including Winterfest and the Grass River Shiver in January, Maplefest in March, Summer Kick-off in June, Autumnfest in October, and Holiday Crafts for Kids in December. Planning takes place within the Events Committee, which meets about once a month, depending on the schedule of upcoming events, and is led by a GRNA, Inc. staff member. Planning involves making decisions on dates, times, activities, refreshments, and entertainment. On the day of events, Events Volunteers may fill several roles, including checking visitors in, leading activities or games, taking photographs, or setting up and cleaning up.

#### **Qualifications**

- Event planning experience is helpful but not required
- Ability to create a fun, inviting, and safe atmosphere for visitors
- Ability to relate to a variety of people
- Ability to communicate both orally and in writing to GRNA, Inc. staff and the general public

#### **Required before starting service**

Complete Volunteer Information Form

Volunteer Orientation

Volunteer Training will be provided on the job

Criminal Background Check for volunteers working with children

**Reports to:** Volunteer Coordinator