

Southside Survivor Response Center, Inc.

Special Event Assistant

This a volunteer opportunity provides pre-event, on-site and post-event assistance for special events coordinated by Southside Survivor Response Center (SSRC) for the purpose of increasing community awareness and training and/or fundraising events.

Role: This volunteer opportunity position exists to provide support and assistance to SSRC event team and event vendors during identified specially planned events.

Responsibilities:

Assists with tasks related to SSRC sponsored events including, but not limited to:

- data entry
- creation and distribution of event invitations
- shipping/transport of event related supplies
- placing orders for event equipment from vendors
- check-in of guests at events
- handling guest reservations
- event record keeping, event trend research
- other tasks as assigned.

This position requires attention to detail, strong organizational skills, creative thinking and a passion for events and creating a high-quality guest experience. Office work includes but is not limited to:

- answering and returning phone calls
- follow-up with inquiries
- computer data entry
- assistance with correspondence and event files.

Qualifications:

- Must be 18 years of age.
- Completion of volunteer training.
- Must demonstrate strong communication skills. Must be able to speak effectively before groups and with high level donors, and interact constructively and well with others.
- Knowledge of broad themes in event production and management is required.
- Self-motivation, initiative and reliability are essential.
- Basic office skills, record keeping, and organization skills are required.
- Must be able to handle information of a sensitive matter, such as confidential donor information and records.

Physical Demands: The Special Events Assistant will often lift and/or move up to 50 pounds and be must able to stand for long periods of time. A valid driver's license and willingness to drive a personal vehicle during the festival is required.

Work Environment: The Special Events Assistant will be based primarily at the Southside Survivor Response Center, Inc. Advocates office located at 22 East Church Street, Martinsville with travel to various venues throughout Martinsville.

Assignments may be indoors or outdoors. Weekends and some evenings will be required.

Benefits:

- Receive sexual and domestic violence training and experience.
- Acquire active listening skills and other valuable life skills for personal growth.
- Gain knowledge of area community resources.
- Service with dedicated volunteers.

I have read the above position description and the attached code of ethics and agree to the responsibilities, qualifications and training requirements listed.

Signature: _____ Date: _____

Volunteer Coordinator Signature _____ Date: _____

Executive Director Signature _____ Date: _____