

Event Volunteer Position with UCP of the Inland Empire

Location: varies depending upon where each fundraising event is taking place or prep work that needs to be done.

Reports to: Fundraising Assistant

As an Event Volunteer with UCP of the Inland Empire, you will assist in the fundraising department both prior to events in set up, prep work and at the event itself including but not limited to clean up.

Your passion for helping and making a difference with our organization will be essential to the success of the Fundraising and therefore the success to the organization. Together we can inspire others to get involved and create a community of positive change.

Qualifications:

- Completion of relevant training.
- Familiar with the Organization and mission.
- Work as part of a team.
- Professionalism and the ability to follow instructions.
- Good time management and reliable transport.
- A personable manner.

Event Volunteer Responsibilities:

- Understanding the rules and safety regulations of the organization.
- Completing the relevant training and asking questions if you are uncertain about anything.
- Observing the rules and safety regulations of the organization while carrying out tasks.
- Arriving on time and remaining professional in your interactions with the public, members of the staff, members that we serve and their families, donors, and other volunteers.
- Promote the sale of tickets and encourage bidding on auction items.
- Assist in collecting all prizes and auction items to be handed out to the winners.
- Registering guests into the event and marking off their attendance.
- Assembling gift baskets in a presentable way/fashion for auction table.
- Directing attendees of the event to places such as; bathrooms, tables, auction and raffle locations, beverages, first-aid, Staff member in charge of the event when necessary.
- Collect totals of attending guests, tickets sales for raffle, and other metric should you be asked to do so.
- Communicating with the relevant staff members when you are running late or unable to fulfill your duties.