

## Special Event Volunteer Job Description

**Title:** Special Events Volunteer

**Supervisor:** Volunteer Coordinator

**Purpose:** To assist Eastland County Crisis Center staff with preparation and/or execution of special events

### Qualifications:

- Able to work as a team member
- Able to accept supervision
- Ability to represent the agency according to Standards of Conduct

### Requirements:

- Complete application & screening process
- Complete required Orientation training
- Availability during event hours
- Ability to pass a criminal & CPS background check

### Responsibilities:

- Complete assigned and agreed to duties prior to or on day of special event
- Immediately discuss problems experienced with other volunteers, staff, and/or other workers to the Volunteer Coordinator or designated person.
- Act professionally when interacting with general public, staff, other volunteers, and workers at the event.
- Report to the Volunteer Coordinator any changes in availability as soon as possible
- Contacting the staff when assistance is needed.
- **MAINTAINING CONFIDENTIALITY OF CLIENTS AND/OR STAFF**

### Grounds for Immediate Dismissal:

- Giving out your home, work, or cell number or the home, work, or cell number of another volunteer or the home or cell phone of a staff member.
- Failure to refer all media to the Executive Director.
- Failure to follow job description responsibilities.
- **BREACH OF CONFIDENTIALITY.**

**Volunteer Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coordinator Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_