



Child & Family Services

of Northwestern Michigan

Support in times of crisis, challenge, and life transition



Volunteer Position Description

Special Events Volunteer

Volunteers are an important link to our community and are integral to our mission and the important work that we do in northern Michigan. We strive to provide meaningful volunteer opportunities by offering a variety of experiences that can make a positive contribution to our organization and our community.

Goals of Position

To help raise awareness for CFS programs and be an ambassador for our organization. To assist CFS staff and volunteers in various ways on the day of special events and fundraisers including set-up and cleaning up.

Key Responsibilities

- Assist in setting up of materials or picking up supplies
- Food preparation and service
- Guest assistance
- Crowd flow management
- Clean up during and after the event
- Registration
- Selling raffle tickets or other items, if comfortable handling money

Location

TBD by event, may times offsite

Skills and Qualifications

- Ability to convey the mission of CFS to guests
- Ability to engage with guests in a professional manner
- Pleasant demeanor and positive attitude

Training and screening

- Completes Volunteer Interest Form
- Agrees to and signs Confidentiality Agreement and Volunteer Waiver
- All other training is on an as needed basis based on the task at hand

Time Commitment

2-3 hour time commitment is ideal; volunteer coordinator will schedule based on availability

Supervision

Volunteer Coordinator, Kendra Luta

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Our mission is to support the safety and well-being of children, youth, adults, and families during times of crisis, challenge and life transition.