

HEARTS & HORSES

Therapeutic Riding Center



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Job Description

POSITION TITLE: Events Team Volunteer

REPORTS TO: Volunteer Manager

CURRENT AS OF: February 2020

POSITION SUMMARY: Assist Hearts & Horses in successfully producing events, like our annual fundraising Gala, and supporting our community through events, like our Volunteer Appreciation Party and monthly potlucks.

JOB DUTIES

- Work with the Executive Director and the Gala Committee and the other members of the Events Team to plan day of support for the annual fundraising Gala.
- Work with the Program Director and the other members of the Events Team to plan support for other special events on the property, such as the Holiday Open House, workshops, lectures, concerts, and other community outreach events.
- Work with the Volunteer Manager and the other members of the Events Team to plan volunteer appreciation parties and events.
- Provide support as needed for donation solicitation, marketing, decorating, food preparation, activity creation, event production, etc.
- Work as a team with staff and volunteers.

QUALIFICATIONS

- **Time Commitment:** Be able to commit consistently to at least one shift a week of at least 1 hour a shift (during event prep times).

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and/or skills that may be required. Hearts & Horses holds the right to terminate volunteers if not meeting requirements and responsibilities set forth in this job description, or if a volunteer violates the volunteer policies or code of ethics.