



VOLUNTEER POSITION DESCRIPTION

TEAM/TASK: SPECIAL EVENT ASSISTANT

TEAM LEAD: Rev. Susan Overland
events@cslsj.org
408-294-1828 x115

TIME COMMITMENT/FREQUENCY/DURATION:

As needed for periodic special events that come up.

SKILL(S) REQUIRED:

- Friendly, outgoing and flexible with cheerful presence
- Able to take and follow directions (sometimes from more than one person) and work on a team
- Some skill with Microsoft Office (Word, PowerPoint & Excel) is helpful, though not required
- Able to work a copy machine
- Attention to detail and focused, observant
- Can function in a busy environment with frequent interruptions
- Perfectly happy if the work is non-glamorous!
- Physically able to set up and take down tables and chairs

POSITION EXPECTATIONS:

There are periodic special events that are hosted at the Center: Ordinations, Ministerial School Graduations, special receptions, concerts, special speaker events, etc. The volunteers on this team are willing to be called on an as-needed basis. They set up rooms and/or clean up after the event, they greet, host, serve food or beverages, and – most importantly – they pay attention to details and remain flexible and cooperative!

TRAINING: Training is conducted by the staff member or the lead for that particular event. Expect to attend one or more planning meetings as well as a post-event discussion.