



Event Volunteer

Department: Marketing and Development

Scope of Position

Event Volunteers assist with interactive events such as participating as a Make-A-Wish representative at community events, fundraisers, and family activities hosted by the Southern Nevada Chapter. Event Volunteers may be asked to assist with events organized by external groups to benefit the Southern Nevada Chapter. Event Volunteers have the opportunity to serve on event planning committees and assist on the day of the event. Being an Event Volunteer is a fun way to interact and network with our community!

Key Responsibilities

- ★ Assist Make-A-Wish Staff with the planning, preparation and event management of internal and external events
- ★ Assist Make-A-Wish Staff with set up and/or take down of event materials
- ★ Assist with national campaigns: Kids for Wish Kids, Walk for Wishes, and Wishes in Flight
- ★ Obtain the Booth-in-a-Box materials from Make-A-Wish office, set up outreach booth at event and, if necessary, return materials after event.
- ★ Other duties may be assigned, as deemed appropriate

Qualifications

- ★ Knowledge of Make-A-Wish mission, vision, values and standards
- ★ Strong communication skills
- ★ Ability to act as Make-A-Wish liaison representing the Southern Nevada Chapter in a professional manner
- ★ Works well with others, a "team player"
- ★ Ability to follow instructions, problem solve and improvise within boundaries
- ★ Some events may require a background check

Time Commitment

- ★ Varies depending on the event. Event Volunteers will be briefed on the expectations in advance.

Location

- ★ An Event Volunteer could work independently on projects under the guidance of chapter development staff. Research, phone calls and writing tasks can be accomplished at any location. Event locations may vary.

Training

- ★ Volunteer Fair
- ★ Individual or group training may be required for certain events

*For more additional information, please contact our Volunteer Department,
volunteers@snv.wish.org*