



JOB DESCRIPTION FOR EVENT VOLUNTEERS—READING BETWEEN THE WINES

Summary: The Literacy Coalition is hosting Reading Between the Wines on October 28. And we are looking for volunteers to help us make it a successful event!

Literacy is more than knowing how to read. It is using information to function in society and develop one’s potential. **We believe everyone should have the skills they need to reach their full potential.** And to function in society, achieve goals and develop their potential, families and individuals must understand medical instructions, use a computer, navigate the transit and workforce systems, and more. The Literacy Coalition embeds its high-quality programs in the business, healthcare and nonprofit sectors to deepen the impact of nonprofits, strengthen the business workforce and build stronger communities.

As a volunteer, you will help with set-up, clean-up, check-in and check-out, greeting our guests and assist with the silent and live auctions.

With your help, we can build communities where everyone has the skills to reach their full potential!

Essential Duties and Responsibilities:

- Event set-up
- Event Take-down
- Music and Sound Set-up and take down
- Check-in
- Check-out
- Greeter
- Silent auction helper
- Live Auction helper
- Tasting tables server
- General clean up during the event

Requirements:

- Must be dependable and punctual
- Must be 21 years and older
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented

- Computer skills are desired, but not necessary
- Be able to lift 5 Pounds or more

Training & Supervision:

- Salesforce data entry
- Checking-in and out customers using Salesforce

Time Commitment:

- Must be able to commit 3-4 hours per shift
- Noon - 3:00 P.M.
- 3:00 P.M.-6:00 P.M
- 4:00 P.M.-7:00 P.M.
- 7:00 P.M.-10:00 P.M.
- 6:00 P.M. - 9:00 P.M.
- 9:00 P.M.- Midnight

Benefits:

- Contributing to a stellar mission
- Free refreshments
- Training on Salesforce (check-in & check-out)

SIGN UP TO VOLUNTEER: willread.org/volunteer

Thank you for being part of our team!