**Title of Role:** Event Volunteer - General

**Purpose of Role:** Responsible for performing a wide range of tasks in support of the WECHS special events and third-party events, from guest support to event set-up and tear-down.

**Qualifications:**

- Must be over the age of 18
- Those volunteers under the age of 18:
  - between ages 14 & 15, be accompanied by parent or guardian throughout the event
  - between ages 16 & 17, must provide a signed parental consent form prior to event
- Comfortable working and interacting with people and animals in a variety of settings

**Time Commitment:**

- Commitment to attend a pre-assigned shift of the day of the event (mostly weekends) and any pre-arranged training session(s)

**Primary Tasks/Responsibilities:**

- Supporting WECHS events by filling identified roles and tasks
- Represent WECHS in a professional and responsible manner

**Recruitment/Selection:**

- Interested individuals are to request in writing to be added to the Events Volunteer database
- Or, can add it to his/her volunteer profile, if an active Volunteer with WECHS

**Orientation and Training:**

- Specific-event training provided as required

**Dress Code:** Specific to event; may vary from formal to casual
  Volunteer must wear an ID badge at all times

**Supervision:** Events Coordinator

**Location:** Offsite

*Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.*