

## VOLUNTEER POSITION DESCRIPTION

*Family Shelter Service of Metropolitan Family Services DuPage*

**VOLUNTEER POSITION:** SPECIAL EVENT COMMITTEE VOLUNTEER

**PURPOSE OF POSITION:** Assist victims of domestic violence by participating in the planning and implementation of special fundraising events.

**LOCATION OF ACTIVITY:** 605 E Roosevelt (Wheaton)

### VOLUNTEER BENEFITS:

- Contributing to a community effort to eliminate violence in the home
- Opportunity to become part of a cooperative team effort
- Increase understanding of fundraising principles and event planning
- Receive public recognition for self and/or business
- Meet new colleagues and community members
- Increased understanding of domestic violence and its surrounding issues (with optional training)
- Make a contribution to the improvement of the lives of others and your community
- Active volunteers may obtain reference and/or recommendation letters

**TIME COMMITMENT:** Meet regularly as designated by the committee's schedule. Develop support for the campaign among friends, associates and other interested parties.

### PRINCIPLE RESPONSIBILITIES AND DUTIES:

- Participate in the planning process of special events
- Contribute on one of the many subcommittees necessary in the planning and implementation of event
- Carry out the functions associated with chosen role
- Involvement in the post-event analysis process
- Submission of Volunteer Timesheet after each activity
- Contact staff as far in advance as possible if unable to provide assistance
- Other duties as negotiated

### QUALIFICATIONS AND CHARACTERISTICS:

- Must be friendly, patient and possess excellent verbal and written communication skills
- 2 Hour DV101 required
- Dependable, prompt and mature
- Creative and enthusiastic
- Computer skills useful
- Successful completion of 48-hour training class encouraged but not required
- Ability to work in a multicultural settings
- Maintain a supportive, empowering and non-judgmental attitude toward victims of domestic violence
- Ability to work with minimal supervision
- Willingness to accept supervision and guidance
- Bilingual/Bicultural preferred

**RELATIONSHIPS:** Supervisor: Special Events Coordinator