**Event Volunteer**

*Location: Varies (Waterloo, Waverly, Mason City)*

**Reports to: Community Engagement Manager**

**Dates/ Hours Anticipated: Varies (Evenings, Weekends)**

**Job Summary:**

Event volunteers will assist the development team to execute events to meet fundraising and community engagement goals. Event volunteers can help to assist preparing for event, working the events, and cleaning up the event. All three shifts are needed for events to be successful.

**What You Will Do:**

* Preparing for events may include: printing and cutting materials, selecting and packing supplies/ decorations, setting up the venue
* Working events may include greeting and checking in guests, helping with live and silent auctions, helping guests with any questions
* Cleaning up events may include: collecting and packing supplies/ decorations, helping guests with auction items and check out, cleaning up the venue

**Job Qualifications and Competencies:**

* Ability to volunteer during evening or weekend events
* Physical ability to stand and walk around
* Accept individuals or team/ groups of individuals volunteering together
* One time event volunteering commitment accepted

**FOF’s Events Include:**

* Tabling and Resource Tabling (Varies)
* Quarterly Trivia Nights (Sept 19th 2023, Dec 12th 2023)
* A Night In.. (Nov 10th 2023)
* Chef’s Take a Stand (April 4th 2024)
* National Night Out (August 6th 2024)
* Putt an End to Homelessness (August 2024)

**For more information or if interested, please email Madison Gaffney, Community Engagement Manager, at** [**madison@fofia.org**](mailto:madison@fofia.org) **with the subject line “Event Volunteer”.**