

Event Volunteer Role Description Template

Registered Charity (if applicable)

Position Title	Event Support Volunteer
Location	
Department	
Time Commitment	

Role Description	<p>To be responsible for transporting to and from events. To assist with setting and/or taking down gazebos and other equipment. To help set up and prepare stalls at events.</p>
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Key Responsibilities	<ul style="list-style-type: none"> ➤ Assist at events representing XXXXXXXX. May include evenings and weekends. ➤ Collect equipment and take to and set up at events. ➤ Collect from events and return to XXXX (you would not be expected to both take to an event and collect from the same event, but could be both should you wish).
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Skills, Qualities and Experience	<p>Skills</p> <ul style="list-style-type: none"> ➤ Hold a current full clean driving licence ➤ Own vehicle or able to drive a van provided. ➤ You must have experience driving larger vehicles and hold appropriate licence category. <p>Qualities</p> <ul style="list-style-type: none"> ➤ Able to assist at events. These could include weekends and evenings. ➤ Have an excellent customer focused attitude. ➤ Be prepared to learn about and then talk about the services and support provided by XXXXXXXX. ➤ Able to work with the variety of stalls that we use to advertise our services and raise money. ➤ Trustworthy, particularly as the role involves raising money. ➤ Fit and healthy as the stalls can be outside.
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Benefits to you	<ul style="list-style-type: none"> ➤ Be part of a fun team running events. This role would greatly help us attend more events helping to raise much needed funds. You will be play a vital role within our amazing events team
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Training	
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Supervising Staff Member	
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Supervisor's Contact Details	
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Volunteer Co-ordinator Contact Details	
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Additional Comments
<p>Insert additional information about the role ie Does it require a DBS check? Are references needed? Must the volunteer complete any induction training before starting? Will they be asked to an informal interview?</p> <p>Other considerations may be: At times, you will handle personal and sensitive information, maintaining confidentiality is therefore essential. Hours for this role are flexible within certain limits but a regular commitment to agreed times is necessary.</p>

About [organisation]
Give information to sell your organisation here

Travel Information
Include information such as bus routes, nearest train station, parking



For more information and an application form, please contact [role/staff member]:

Organisation Names

Address

Telephone :

contact email

website

volunteer page on website direct address if using