



**CENTRAL CITY
CONCERN**
HOMES HEALTH JOBS

**VOLUNTEER
POSITION DESCRIPTION
On-Call Events Volunteer**

Central City Concern (CCC) currently has an on-call opportunity for a volunteer to provide assistance with CCC's yearly events, including but not limited to setting up events, providing assistance to event attendees, assisting with event logistics, and breaking down events after they conclude. Although this assignment won't often involve interaction with those we serve, this position is perfect for an individual interested in learning about the "behind-the-scenes" roles of nonprofit work and events management.

The volunteer will be contacted as upcoming events are arranged; the volunteer will have the opportunity to accept or decline the event or their proposed role for the event based on availability and interest. This volunteer position is ideal for the volunteer who may have a few hours of time here and there to donate, but is not able to commit to a regularly recurring volunteer position.

If you are interested, please fill out the online interest form, e-mail peter.russell@ccconcern.org, or call 503-200-3893.

TITLE: On-Call Events Volunteer

REPORTS TO: Peter Russell, Volunteer Manager and Events Coordinator

DESCRIPTION OF DUTIES:

1. Assist with the set-up, operation, and break down of events, including but not limited to assisting with staging events (setting up tables, canopies, arranging displays, etc.), greeting and directing event guests, assisting with logistics of event, providing support to Events Manager and Coordinator as needed.
2. Further duties will depend on the details of the particular event.

SKILLS AND ABILITIES:

1. Previous experience in food service/retail/events/catering a plus
2. Must be amenable to sporadic availability of projects and a lack of set schedule
3. Must be reliable and able to report to the project on the given day and time (may include travel)
4. Ability to work weekends and nights
5. Ability to take direction and follow guidance from event staff
6. Ability to occasionally lift up to 50 pounds
7. Ability to effectively interact with employees and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles, and sexual orientations and to treat each individual with respect and dignity
8. Ability to represent CCC and its values to the public
9. Volunteer is required to attend New Volunteer Orientation.

Central City Concern is a non-profit social service and housing agency whose mission is to provide comprehensive solutions for ending homelessness and achieving self sufficiency. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees.