



Service Title: Special Events Assistant

Department: As specified

Reports to: Department Supervisor

Service Summary: The VOLUNTEER is responsible for representing The Family Y by sharing our story to community members attending events.

Service Requirements:

- Interpret, communicate and promote The Family Y mission, goals and objectives to employees, volunteers, members and the community at large.
- Assist with implementation of event
- Assist with event set-up and take-down
- Manage The Family Y's booth and disseminate information to the community
- Follow Standard Operating Procedures
- Give children attention (no sitting and watching children)
- Performs all other duties as assigned.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.