

# CANOPY CENTER

## SPECIAL EVENTS VOLUNTEER



Program/Administration	Administration		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Volunteer Title	Special Events Volunteer		
Reports to	Maria Khokhar	Title	Volunteer Coordinator

Type of Position	Hours
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited-term Employee <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Volunteer	2-4 hour shift at a Canopy Center event

### AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.  
 Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

### POSITION SUMMARY

Special events volunteers make an important contribution to the organizational and administrative function of the Canopy Center by providing assistance with our special events. They assist our fundraising team with a variety of tasks on a limited-time basis including planning and prep for events, soliciting event sponsorships and in-kind donations, as well as providing support on the day of the event.

Internships are available. Please contact [volunteercoordinator@canopycenter.org](mailto:volunteercoordinator@canopycenter.org) for more information.

### QUALIFICATIONS

- Complete a volunteer application, clear a background check, and attend a volunteer interview.
- Attend trainings specific to the volunteer position.
- Ability to work with a diverse population.
- Ability to maintain confidentiality and objectivity.
- Access to reliable transportation.
- Warm, friendly demeanor and positive attitude. Displays professionalism in person and over the phone.

### Preferred Knowledge and Skills

- Experience with fundraising and/or cold-calling for donations.
- Computer skills and familiarity with Microsoft Office.
- Excellent organizational skills.
- Ability to work as part of a team that collaborates on ideas.
- Must be flexible and able to work where needed.

**POTENTIAL DUTIES**

- Package and send mass mailings to businesses for sponsorships and donations.
- Make follow-up calls to solicit event sponsorships and donations.
- Publicizing events to the community.
- Assist with prep, set-up, clean-up, and other duties as needed during the event itself.
- General office work related to event planning.

**TIME COMMITMENT**

- Must be able to help with at least one agency fundraiser per year.
- Attend planning meetings related to the event as needed.
- Commit to at least one 2-hour volunteer shift during the event.

**POSITION BENEFITS**

- Practice and gain office, fundraising, and event planning experience.
- Flexible hours.
- Opportunity to support children and families who depend heavily on our agency for support.
- Learn about the non-profit and human services field.

**TO APPLY**

- Visit our website: [www.canopycenter.org](http://www.canopycenter.org)
- Or Contact: [volunteercoordinator@canopycenter.org](mailto:volunteercoordinator@canopycenter.org)