



**VOLUNTEER JOB TITLE:** Event Volunteer

**JOB SUMMARY:** An event volunteer assists with the planning and execution of various internal and external events. Assistance is occasionally required for wish grantings and other mission-related events. This position requires completion of a yearly conflict of interest & confidentiality agreement.

**ESSENTIAL RESPONSIBILITIES:**

- Assist with various event preparations such as planning, set-up, registration, greetings, and clean-up.
- Work in conjunction with other volunteers and Make-A-Wish staff to ensure timely completion of assigned tasks.
- Develop a positive rapport with Make-A-Wish staff, community supporters, and event attendees adhering to Make-A-Wish brand standards.
- Act as a reliable member of a team with a positive, "can-do" attitude.
- Fulfill assigned event volunteer commitment to completion.
- Other duties may be assigned as determined by specific event needs.

**DESIRED QUALIFICATIONS:**

- Passion for children and comfort interacting with children ages 2 ½ to 18.
- Excellent people skills with the ability to work with people from different backgrounds and children with life-threatening medical conditions.
- Strong ability to work with a team.
- Ability to maintain highest standards of the Make-A-Wish brand and customer service expectations.
- Willingness to perform varied tasks to "get the job done."
- See section titled *Competencies Required for Success in This Role* for more information.

**LOCATION:**

Events take place at various locations throughout Arizona. Most events occur in the metro Phoenix or Tucson communities. Other tasks requiring event volunteers may take place at the Make-A-Wish Arizona headquarters in Scottsdale, AZ. Most events are held on evenings and weekends.

## **VOLUNTEER COMMITMENT:**

- Time commitment varies by volunteer task and event type. Specific time commitments are posted with each volunteer opportunity.
- Complete official Make-A-Wish trainings when necessary.

## **COMPETENCIES REQUIRED FOR SUCCESS IN THIS ROLE**

- **COMPASSION:** available to help, shows support through hard work, displays passion for the Make-A-Wish mission
- **COMPOSURE:** calm, cool and collected; holds things together during tough times; stays focused even when unexpected events occur.
- **APPROACHABILITY:** easy to approach and speak to, warm and inviting, builds rapport with others.
- **LISTENING:** practices attentive and active listening, hears people out, able to decipher the underlying message.
- **FLEXIBILITY:** able to change quickly and easily, willing to learn new methods or techniques, accepts assignments for different days/times.

## **HOW TO APPLY FOR THIS VOLUNTEER OPPORTUNITY:**

*CURRENT VOLUNTEERS:* Contact your volunteer services department to express your interest.

*PROSPECTIVE VOLUNTEERS:* In order to become a Make-A-Wish volunteer in any role, you must first attend one of our monthly Volunteer Information Sessions. For a complete listing of upcoming dates, please visit [arizona.wish.org/volunteer](http://arizona.wish.org/volunteer).

If you have additional questions, please email us at [volunteer@arizona.wish.org](mailto:volunteer@arizona.wish.org).