



## **Dartmouth Learning Network Special Event Volunteer Position Description**

**Purpose:** To support Special Events and activities that will raise the profile of the Dartmouth Learning Network and funds for the programs and services we offer.

**Reports to:** Event Coordinator

**Length of Commitment:** Minimum one (1) event per year

**Weekly Time Commitment:** Flexible time; contribute time during chosen events only

### **Qualifications:**

- Willing to gain an understanding of The Dartmouth Learning Network's vision and programs
- Friendly and outgoing personality
- Strong interpersonal and communication skills
- Strong problem-solving skills
- Ability to work independently or as a team
- Experience in Special Events and marketing skills is an asset, but not required
- Genuine interest in developing and facilitation Special Events for the Dartmouth Learning Networks operations

### **Responsibilities:**

- Assist with Special Events-related tasks, such as: Organization and promotion of activities
- Drop off and pick up required Special Events materials
- Set-up display boards at the various chosen locations
- Supervise promotional displays
- Tabulate the revenue generated from the sales
- Report to the Special Events Committee on Special Events progress

Training Provided: Orientation to the facility and regular meetings with the Event Coordinator to plan activities, monitor progress and provide data, background information and problem-solving support.