



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## **MARY'S HOME VOLUNTEER EVENTS TEAM COORDINATOR POSITION DESCRIPTION**

**Title:** Volunteer Events Team Coordinator

**Accountable To:** Program Director

**Status:** Volunteer position without opportunity for employment

### **Organizational Background**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

### **Position Purpose & Overview**

The Events Team is a key way for volunteers to serve at Dream Centers Mary's Home. Their efforts bless the staff, other volunteers, and residents with amazing and inspirational events. These events may include: The Mary's Home Academy Awards, Fundraising and Marketing Events, a Prayer Walk, City Serve, and Community Celebration Events. The purpose of the Events Team is to help bring joy to the residents by making our events extra special and memorable. Through this team, volunteers create excitement and anticipation among the residents by planning excellent events on the front end and helping ensure that things run smoothly. The Events Team Coordinator specifically helps with coordinating and delegating tasks to volunteers, reserving spaces, assuring that food gets ordered, planning decorations, and coordinating with vendors.

### **Responsibilities**

- Work alongside and support the Program Director to best carry out events
- Work with, care for, and manage the Events Team by keeping upcoming opportunities known to team members, creating a way for team members to sign-up, and delegating tasks to team members
- Come early to events to decorate, arrange rooms, set up tables, etc. and stay later to help clean
- Help write and send out thank you cards to specific donors/key people
- Prepare and facilitate event preparation meetings
- Carry out all tasks with love and care towards volunteers, staff, and residents
- Stay updated on the Events Calendar
- Follow through with events and given tasks
- Communicate any questions or concerns you may have to the Program Director

### **Requirements and Qualifications**

- Follower/disciple of Jesus Christ and committed to personal spiritual growth; in agreement with the Nicene Creed
- Have a desire to serve and love the residents and staff
- Have a willingness to be coached in serving with excellence



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- High commitment of confidentiality while working with the families, volunteers, and staff
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.

### Time Commitment

5-10 hours monthly (flexible schedule that includes time serving on evenings and weekends for events); however, meetings with Program Director will need to be scheduled during business hours

### Physical Requirements:

<b>Working Environment</b>	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X