



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## MARY'S HOME VOLUNTEER EVENTS TEAM MEMBER POSITION DESCRIPTION

**Title:** Events Team Volunteer  
**Accountable To:** Events Team Coordinator  
**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.

### Responsibilities

- Work alongside and support the Events Team Coordinator and staff to best carry out events
- Sign up for events as able to within your schedule
- Come early to events to decorate, arrange rooms, set up tables, etc. and stay later to help clean
- Be an extra set of hands and make sure things are running smoothly; be willing to step in and take initiative to meet needs
- Attend event preparation meetings as able to within your schedule
- Carry out all tasks with love and care towards volunteers, staff, and residents
- Stay updated on the Events Calendar
- Follow through with any events and given tasks, and communicate as soon as possible to the Events Team Coordinator if unable to follow through on tasks or assignments
- Communicate any questions or concerns you may have to the Events Team Coordinator

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



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- Be an extra set of hands and make sure things are running smoothly

### Time Commitment

Minimum of 5 hours every other month (flexible schedule that includes time serving on evenings and weekends for events)

### 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