

Chief Elf Needed

Paid Event Volunteer Coordinator Needed for Holiday Hullabaloo

This fun family-friendly holiday event benefiting Dorothy's House is a hit with kids - and adults - of all ages!

It takes a lot of elves to bring the north pole to life and create the lively entertainment that Holiday Hullabaloo has to offer. None of that happens without a strong head elf/volunteer coordinator to keep the hullabaloo organized. If you're interested in helping identify, organize and manage volunteers for this joyful holiday event, please email tracy@innovativeevents.com for more information.

Here's what to expect:

Pre-event (15-20 hours/week):

- Regularly scheduled event planning sessions with event organizers
- Training and Use of Volunteerlocal.com software
- Work with organizers to determine which volunteer roles are needed this year
- Update or create volunteer role descriptions as needed
- Advertise volunteer opportunities with high schools and the community at large
- Conduct volunteer orientation/training

During the event (20-30 hours per week):

- On-site event volunteer coordination
- Volunteer supervision and support
- Regular communication with event organizers and volunteers
- Approve volunteer hours for Silver Cord programs
- Make sure volunteer areas are tidy and user-friendly

Post-event:

- Generate reports using VolunteerLocal software
- Attend post-event debrief meeting

Visit holidayhullabaloo.com to learn more
eMail Tracy Fuller at tracy@innovativeevents.com to apply