Seasonal/Special Events Team Volunteer

**Commitment:** 2 hours  
**Schedule:** Varied, possible evening or Saturday times, 2-4 hour events  
**Location(s):** Cedar Rapids, Marion, Hiawatha metro area

**Goal:**  
The Seasonal/Special Events Team Volunteer is responsible for advancing HACAP’s mission to promote HACAP’s services in positive manner to families and the public. Duties may include event set up; display board and materials. Greet event attendees, introduce attendees to HACAP and its programs, and distribute materials/ handouts/ promotional items as appropriate.

**Expectations:**  
- Volunteers should support HACAP’s Mission to build strong communities by providing information and supporting families in their efforts to gain more information on our services.  
- Ensure confidentiality of any information concerning an employee, client, family, financial condition or personal peculiarities is strictly maintained.  
- Must adhere to HACAP health, safety and security precautions as outlined in volunteer pre-orientation materials.  
- Volunteers must be at least 18 years of age.

**Qualifications:**  
- Reasonable accommodations can be arranged to enable individuals with disabilities to perform the essential functions. Job training is provided during a mandatory one-hour volunteer training/orientation session, which will be scheduled prior to first volunteer shift.  
- Ability to follow instructions and work comfortably with HACAP Staff.  
- Ability to work seated and standing for 2-4 hours.  
- Ability to feel comfortable in public presentations which includes public speaking and engaging community.  
- Ability to transport materials to and from HACAP site and event site  
- Ability to lift and move 30 pounds in comfort and safety.