



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.