



SPECIAL EVENTS VOLUNTEER

Description of Role:

- Builds Club's identity and community image by helping to organise and execute special events

Primary Responsibilities:

WVFC organises a number of special events throughout the year:

- Internal – jamborees, volunteer appreciation, awards evenings, fundraisers
- External – tournaments, bring-a-friend days, participation in community days

Special Events Volunteers play an essential role in organising special events. Tasks might include:

- Pre-Event: planning, invitations, organising catering, setting up for the event
- During Event: organising players/teams, catering, logistics, uniform/equipment distribution
- Post Event: take down of event, review and evaluation,

Time Commitment:

- Time commitment can be as little or as much as you are able to offer!
- Events take place around the year, most concentrated from February – June during the Spring League season

Skill Requirements:

- Strong communication and organisational skills
- Team working
- May be some physical work (eg. setting up, standing during event)

Benefits:

- ✓ Involvement with other Special Events Volunteers
- ✓ Perfect for people looking to volunteer on a short-term, time-specific basis
- ✓ Support provided by the Club (see below)
- ✓ Invitation to our season-end Volunteer Appreciation event and other events as appropriate

Support:

- Supported by the Executive Director and other committee members depending on event
- Training will be provided as required

Additional Information:

- You may be handling sensitive and private information about the club and players. You are required to read and be aware of WVFC Privacy Guidelines