



Volunteer Position Description

Position Title: Special Event Volunteer

Position Description: Volunteers interested in helping with special events work with CVHC staff to oversee all aspects of event planning and coordination. Volunteers are responsible for promoting events and reaching out to the community in order to inform and engage residents. Some examples of community events include the distribution of school supplies, helping in the construction of playgrounds, gift distribution, and/or helping with the community garden boxes. Resident Services assists CVHC residents by providing resources which help improve their lives.

Requirements:

- Complete a volunteer application available online at www.cvhc.org, or at our main office.
- Required criminal background check for the safety of program participants.
- Dress Code-Volunteers will be informed of the required dress code before each event.
- Complete a Volunteer Waiver Form; volunteers under the age of 18 years must turn in a Parent Waiver Form.
- Maintain professional conduct/language.

Hours: According to scheduled event and volunteer availability.

Reports to: Resident Services Coordinator; Community Relations Coordinator

Start Date: According to availability of program and/ or volunteer

To apply: Email application to: melissa.garcia@cvhc.org

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