



Volunteer Opportunity Description

Position Overview	The Special Event Volunteer will assist staff in coordinating, organizing, and implementing special event activities (i.e. fundraising events) that both directly and indirectly benefit program participants.
Position Title	Special Event Volunteer
Position Type	Non-paid Internship/Volunteer
Key Responsibilities	<ul style="list-style-type: none"> ▪ Support staff in organizing of special events ▪ Coordinate details of events with staff to ensure successful participation and completion ▪ Implement special event plans to optimize and meet event goals and objectives
Initial Impact	Assisting staff with the planning and execution special events
Sustained Outcomes	As a Special Event Volunteer at The Arc of San Diego you will help strengthen our programs and services through the successful completion of special events.
Support	Special Event Volunteers receive supervision from staff. The Volunteer Coordinator will also be available during business hours to answer questions and provide suggestions.
Commitment	This is a one-time commitment.
Length of Time	TBD (Dependent on event)
Amount of Time	TBD (Dependent on event)
Specific Schedule	TBD (Days and Hours to be scheduled according to event goals and objectives)
Location	TBD (Location to depend on event type and needs)
Qualifications	<p>Knowledge and/or experience organizing special events is preferred but not required. Candidates should have the following characteristics:</p> <ul style="list-style-type: none"> ▪ Creative ▪ Dependable ▪ Friendly ▪ Flexible/Adaptable ▪ Organized ▪ Punctual
Skills	Candidates will demonstrate the ability to organize and implement successful special events for the benefit of individuals with developmental disabilities.
Benefits	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> ▪ You will enrich the lives of individuals with developmental disabilities ▪ You will build leadership experience ▪ You will make a significant and measurable impact in your community

For more information contact Marketing & Community Outreach Coordinator, Alba Sanchez @ 619-685-1175 ext. 292 or email ASanchez@arc-sd.com