



# Volunteer Opportunity Description

<b>Position Overview</b>	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.
<b>Position Title</b>	Special Event Volunteer
<b>Position Type</b>	Non-paid Internship/Volunteer
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Support staff in organizing of special events</li> <li>▪ Coordinate details of events with staff to ensure successful participation and completion</li> <li>▪ Implement special event plans to optimize and meet event goals and objectives</li> </ul>
<b>Initial Impact</b>	Assisting staff with the planning and execution special events
<b>Sustained Outcomes</b>	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.
<b>Support</b>	Special Event Volunteers receive supervision from staff. The Volunteer Coordinator will also be available during business hours to answer questions and provide suggestions.
<b>Commitment</b>	This is a one-time commitment.
<b>Length of Time</b>	TBD (Dependent on event)
<b>Amount of Time</b>	TBD (Dependent on event)
<b>Specific Schedule</b>	TBD (Days and Hours to be scheduled according to event goals and objectives)
<b>Location</b>	TBD (Location to depend on event type and needs)
<b>Qualifications</b>	<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"> <li>▪ Creative</li> <li>▪ Dependable</li> <li>▪ Friendly</li> <li>▪ Flexible/Adaptable</li> <li>▪ Organized</li> <li>▪ Punctual</li> </ul>
<b>Skills</b>	Candidates will demonstrate the ability to organize and implement successful special events for the benefit of individuals with developmental disabilities.
<b>Benefits</b>	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> <li>▪ You will enrich the lives of individuals with developmental disabilities</li> <li>▪ You will build leadership experience</li> <li>▪ You will make a significant and measurable impact in your community</li> </ul>

For more information, please contact Marketing & Community Outreach Coordinator, Alba Sanchez @ 619-795-4187 or email [asanchez@arc-sd.com](mailto:asanchez@arc-sd.com)