



Rich Township Special Events Volunteer Job Description

Position Title: Special Events Volunteer

Reports To: Administration

Position Summary:

Provide essential support during Rich Township's special events by assisting with event logistics, ensuring smooth operations, and creating a positive experience for attendees.

Key Responsibilities:

- Assist with event setup, teardown, decorating, and cleaning.
- Greet attendees, provide directions, and offer general event information.
- Support registration, distribute materials, and monitor event areas for cleanliness and safety.
- Perform general tasks to ensure successful event execution.
- Availability for occasional evenings, weekends, and holidays.
- Perform all other duties as assigned.

Qualifications:

- Friendly, outgoing personality with flexibility to adapt to different event needs.
- Dependability and willingness to assist with various tasks.
- Must have a valid driver's license, vehicle insurance, and dependable transportation.
- Physical ability to lift up to 25 pounds and stand or walk for extended periods.

Time Commitment:

Flexible schedule based on program needs.

Interested in volunteering? Questions? Email us at volunteers@richtownship.org. Join Rich Township and make a meaningful difference in the community!