



## **Volunteer for Special Events Role Description**

### **Believe in the dream and weave dreams with us!**

Come be part of our active pool of event volunteers! Our Special Events Volunteers are mission driven, goal-oriented team players who run toward a challenge and have a positive attitude and are eager to partner with a nationally recognized non-profit. This is a micro volunteer opportunity for one day as needed for various events hosted by IHDF throughout the year. Volunteers can choose the event or events they want to be requested for, as well as from a list of various assignments.

#### **PRIMARY RESPONSIBILITIES:**

Special Event Volunteers report to an assigned staff or event committee member and will be assigned tasks related directly to the event they have signed up for which can include, but are not limited to the following:

- Loading and /or unloading supplies
- Setting up and taking down tables, chairs, decorations, audio and video equipment, etc.
- Registering and/or checking in participants,
- Making phone calls and/or sending out email announcements
- Serving refreshments and food
- Packing swag bags or back to school backpacks
- Writing thank you cards or birthday cards
- Wrapping holiday gifts
- Tabling and sharing materials at an outreach event
- Greeting guests

#### **QUALIFICATIONS:**

- 14+ years old
- A genuine interest in IHDF's mission to empower youth to succeed.
- Submit a [volunteer application](#) and indicate "Event Volunteer" for area of interest with the name of the event in the description.
- Sign a Media Release.
- Complete a background check (if applicable to the type of event).

- Sign a Release of Liability and Code of Conduct (if applicable to the type of event).
- Provide proof of covid19 vaccinations (if applicable to the type of event).

### **PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

Must be able to talk, read, and communicate effectively. Must be able to follow instructions. Depending on the event, some lifting up to 20 lbs, standing for long periods of time, walking long distances and climbing stairs might be required.

### **PERKS/BENEFITS:**

- Lots of support, recognition and appreciation!
- Knowing you made a vital contribution to supporting a worthwhile mission empowering under-resourced youth to succeed and making a difference in your community!
- Research shows that volunteering has a positive impact on mental health! [Learn more.](#)
- Volunteering changes lives!

Questions? Contact: Carla Maniscalco, Director of Volunteer Services:  
[carla.maniscalco@ihaveadreamboulder.org](mailto:carla.maniscalco@ihaveadreamboulder.org)

### **TESTIMONIAL:**

*“Absolutely volunteer! I have had jobs that I did not want to go to, I never feel that way helping out with “I Have A Dream.” It is a great experience, helping others with their education is very rewarding, and you meet interesting people.” - Natalie Claire Bremer, IHDF Volunteer*

### **IHDF Volunteer Disclaimer & Equal Employment Opportunity/Unlawful Harassment:**

Upon completion of the volunteer intake process, anything you have shared on your application and during the interview could be shared at the discretion of the staff at “I Have A Dream” Foundation with the Program Director (PD), CEO, Sr. Directors, and/or program staff if necessary. In addition, there is no guarantee of your approval as a volunteer, nor is there a guarantee “I Have A Dream” Foundation of Boulder County will be able to assign/place/match you. During any time of the intake process and/or the volunteer experience, we reserve the right to dismiss and/or terminate candidates and active volunteers at any time without an explanation or reason.

You also understand The “I Have a Dream Foundation” (IHDF) organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against volunteer and job applicants or employees on the basis of age 40 and over, race, gender, gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

08/31/2022