



Volunteer Job Description EVENT VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: Canopy holds regular fundraising events featuring renowned environmentalists and spokespeople such as Nobel Prize Laureate Wangari Maathai ('06) and E. O. Wilson ('09). Events can range from sit down meals to lectures. Canopy needs assistance with all aspects of event planning and execution.

OUTLINE OF VOLUNTEER'S RESPONSIBILITIES: Event volunteers assist on the event day for set-up, guest assistance and registration or clean up. Volunteers may also choose to be involved in event planning.

SUPPORT PLAN: Event volunteers work under the direction of various members of the event committee, staff or other volunteers, who will provide task-specific training.

TIME COMMITMENT: Event day volunteers will typically be asked to commit at least 3 hours. Participation on an event planning committee typically requires larger time commitments over several months.

QUALIFICATIONS NEEDED: Depends on tasks.

BENEFITS: Depending on the type of event, volunteers may be able to attend the event free of charge or at a reduced price. All Canopy volunteers are invited to Canopy's Annual Party, receive the Canopy's newsletter and receive credit in Canopy's Annual Report. Event volunteers also have the opportunity to learn new skills from professionals, meet others in the community, while supporting a healthy urban forest.

Canopy Contact: info@canopy.org