



Village of Hope – Event Coordinator Volunteer Service Description

Job Title:	Event Coordinator
Reports To:	Manager of Volunteer Services
Written By:	Director of Volunteer Services & Manager of Volunteer Services
Position Summary:	To coordinate special events at the Village of Hope. You will help to coordinate planned activities using your administration and organizational skills.
Date:	3/19/08

Volunteer Service Responsibilities and Duties

1. Provide coordination support for special events as instructed by Orange County Rescue Mission Staff.
2. Available the prior to and the day of the actual event.
3. Able to respond with day of event special needs and adjustments to event.
4. Inform the Manager of Volunteer Services as soon as possible if you are unable to make your assigned time. Please call 714-247-4300.

Job Skills & Requirements

1. Demonstrate a Christ-centered behavior, i.e. treating people with dignity, respect, compassion and integrity at all times.
2. Highly skilled in organization and execution of set tasks.

Dress

Casual, comfortable attire is preferred for the comfort of our clients.