

Title: Event Planners

Purpose: Assist paid staff in the planning and implementation of West/Rhode Riverkeeper fundraising, advocacy, and public forum events.

Description of Duties: Volunteers will assist with event planning duties: site, parking, speakers, media, refreshments, registration, setup and takedown, and evaluation.

Qualifications: West/Rhode Riverkeeper, Inc. is looking for a volunteer with a good attitude, who enjoys working with people, and is willing to perform a number of duties for event success.

Time Requirements:

- Events occur periodically throughout the year, with many scheduled for the spring and summer during our high season.
- Events usually last between two and four hours, with many hours of planning before event takes place.

Orientation/Training: The only orientation Event Planners will have will be with the Event Planning Team that they will work with for the particular event.

Benefits: Event Planners will have the opportunity to work with their fellow community members to ensure successful West/Rhode events; working with media, organization fundraising, sound equipment for benefit concerts, the annual kayak race, and kids programs are some of the opportunities available with this position.

Reporting Procedures: Volunteers will report their hours and data sheets to the Volunteer Coordinator after each period of service.

Location: Volunteers will plan and staff events at locations to be determined, pickup necessary materials such as food and sound equipment from involved organizations, and meet with paid staff at Discovery Village before each West/Rhode Riverkeeper event.

Agency Contact:

Contact: Zach Thomas

Phone: 410.533.9002

E-mail: zach@westrholderiverkeeper.org