

Job Description	
Job Title	Event Volunteer
Department	Events
Reports to	Executive Director
Revision Date:	June 2026

Job Summary:

An Event Volunteer is responsible for helping building and maintaining relationships within the community, organizations, and stakeholders to promote awareness of the organization's services, programs, or initiatives, acting as a bridge between the organization and by facilitating communication, identifying needs, and coordinating events to engage potential clients or partners. Primary duties are to plan and execute events on and off of Redemption House Ministries property with the goal of strengthening community bonds and participation.

- ❖ Must be a people person with a pleasant and willing attitude that contributes to the mission of revealing Christ to others.
- ❖ Must be on time and prepared to volunteer.
- ❖ Must wear Redemption House Ministries t-shirt or sweatshirt and wear a visible nametag

Essential Job Functions

- Assist staff in fulfilling event duties including setting up, breaking down, providing resources, and information.
- Help coordinate and plan days or weeks leading up to events.
- Assist with creating promotional material and decorations for events.
- Be prepared to provide accurate and up-to-date information about Redemption House Ministries and its services as well as community services.
- Arrive properly dressed and prepared to volunteer for the hours agreed upon.

Guidelines/Standards

- No one is allowed on church property after 2:00pm Monday through Friday, and not at all on the weekends unless an event has been scheduled and approved to be held there. This includes the parking lot (except *staff* and *volunteers* accompanied by *staff*).



- Never give out any information about clients or staff.
- Staff and volunteers are the only ones allowed in designated event tents and behind Redemption House Ministries booths or tables.
- Maintain a clean area around Redemption House Ministries designated event area, disposing of trash, and keeping things neat and organized.
- Event volunteers will conduct themselves in a friendly, professional manner that represents the integrity of Redemption House Ministries.

Preferred Experiences

- Working with our most vulnerable population and the ability to treat them with dignity
- Strong communication skills
- CPR and First Aid certifications suggested