

Event Ninja Office Volunteer

Job Description:

The Event Ninja would assist the Administrative Coordinator with various tasks involved in setting up and running Greater Cleveland YFC Events. Tasks may include helping put together gift baskets or goodie bags, transporting supplies to the venue, setting up tables and chairs, setting out or serving food, and event clean up.

Purpose of Role:

The YFC admin team is looking for a reliable and detail- oriented volunteer to help on an "as needed" basis with some of the many behind the scenes details that require extra man power to host an event. This position would help extend the hands of YFC staff to reduce set up and clean up times for events, and allow more time for ministry related tasks.

Pre – requisites:

1. Ability to do some physical tasks, such as setting up chairs and tables
2. Great communication skills
3. Flexible schedule for night and weekend events desired but not required

Roles and Responsibilities:

1. Occasionally transporting supplies to and from venue
2. Various set up and/or clean up tasks for different types of events
3. Helping put together gift bags and baskets
4. Arranging and serving food
5. Other behind the scenes tasks to assist staff during an event

Length of Service:

The Event Ninja will provide service for a pre-determined time period individually determined by the needs of the YFC staff and the volunteer's availability. The Event Ninja has the option to extend or terminate their term as they so choose.