



Events and Special Projects Volunteer Position Description

MISSION: We engage our community with essential services that empower all people to thrive.

SUPERVISED AND SUPPORTED BY: Volunteer Coordinator and other Program Managers

PURPOSE OF JOB: MRC participates in various events throughout the year. Examples include our annual Gala, School Supply Drive, Elevation Celebration, Conifer Christmas Parade, Evergreen Rodeo Parade, and other venues. This is a great way to reach out to the community and spread the word about our agency.

Throughout the year we also have special projects that may come up. Examples of this have included scanning documents, software support, stuffing envelopes, painting, cleaning, fundraising, food and clothing drives.

In both cases, when volunteering for an event or a special project there is a timeframe in which the work is expected to be completed.

DUTIES MAY INCLUDE:

- Greeting and interacting with people
- Speaking about the various programs that are available at MRC
- Set up and tear down at the event
- Lifting up to 25 pounds
- Handing out fliers

TRAINING AND SUPPLIES NEEDED:

- Written Training
- In-Person Training on site

QUALIFICATIONS:

- Completion of all Mountain Resource Center volunteer paperwork

TIME COMMITMENT REQUIRED/DATES AND TIMES AVAILABLE: Volunteer shifts usually range from 2 – 4 hours per day depending on the event or project

LOCATION OF JOB: Mountain Resource Center – 11030 Kitty Drive, Conifer, CO 80433

BENEFITS:

- Support the local community
- Meet new people

CONTACT: Kim Erickson, Volunteer Coordinator – kime@mrcco.org / 720-994-8848