



JOB DESCRIPTION

OPPORTUNITY: Program & Information Booth Volunteer

WHERE: Seattle/Tacoma/Spanaway Washington & Washington DC/Maryland/Virginia

LENGTH: Hours are flexible and may require work on weekends and around holidays.

SALARY: None – Volunteer.

JOB DUTIES:

Volunteers will staff the program or information booths for a certain shift period for various events and opportunities throughout the year for Operation Ward 57. They may be responsible for the collection of donation, merchandise sales, sharing OPW57 mission, hand our brochures & flyers, answer questions, & signing individuals up for the newsletter. A volunteer may sign up for multiple shifts if he or she is interested.

Examples of Booths:

- Combined Fund Drive Information Booth – This is the opportunity to share the OPW57 mission with various government employees as a part of the Combined Fund Drive, an employee giving program. These opportunities generally are between September-December and are weekday opportunities. Time commitment is usually 2-4 hours.
- Expo/Event Booths - This is the opportunity to share the OPW57 mission with event or expo attendees, sell OPW57 merchandise, and collect donations. These events run year round. Time commitment is usually 4-8 hours and involve both weekend and weekday opportunities.

REQUIREMENTS:

18 and Over. Car is essential.

Driver's license and proof of insurance required.

Military ID, CAC Card or PIV Card is a plus.

QUALIFICATIONS:

Education and Experience:

- High School Diploma
- Previous event volunteer experience
- Must have a working knowledge of Microsoft Excel and Word
- Database experience preferred
- Licenses:
 - Must possess and maintain a valid driver's license and a reliable vehicle.

- Physical Requirements: Must possess the strength to lift and carry materials weighting at least 50 lbs. without assistance.

SKILLS DESIRED:

- Outgoing and well spoken
- A go- getter/pleasant personality
- Creative and detail – oriented
- Ability to exercise good judgment
- A “can do” attitude and desire to learn
- Ability to follow instructions and also work independently
- Sense of humor is a must!

To apply please send resume (please include a list of any events worked including volunteering), application, and cover letter to volunteer@operationward57.org