



## **Social Event Volunteer Description**

**Title:** Social Event Host or Assistant Host

**Purpose:** The Social Event Host leads or assists the Executive Director or Volunteer Coordinator in hosting group activities held for Culpepper Garden residents by outside organizations including religious, musical groups, civic organizations, and schools.

**Job Brief:** Assist, lead or chaperone scheduled activities held within the Culpepper Garden facility. Duties will involve personal contact with residents, outside guest or organizations providing the event. The work schedule is varied and may include some dayshifts, weekends, evenings, and holidays. Tasks include record keeping, set up and break down of the activities such as table, chairs and putting away games or supplies.

### **Requirements**

- Pleasant personality
- Good verbal and written communication skills
- Able to work independently and follow scheduled plans
- Respect for the rights of residents and/or guest including the right to privacy and to make choices
- Maintains composure in stressful situations
- Works well with others

### **Duties and Responsibilities**

- Assist with activities as directed by Executive Director or Volunteer Coordinator
- Attention to the environment, use of supplies and equipment, and maintenance of storage areas.
- Ensure area is properly set up
- Documentation of activity attendance
- Continue the activity program in the absence of Executive Director or Volunteer Coordinator
- Call to remind residents or guest of upcoming events
- Attend occasionally staff events

**Date/Time required:** Varies by events

**Place:** Culpepper Garden/Variable locations

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