



Volunteer Position Description

Position Title: Special Event Volunteer

Position Description: Volunteers interested in helping with special events work with CVHC staff to oversee all aspects of event planning and coordination. Volunteers are responsible for promoting events and reaching out to the community in order to inform and engage them. Some examples of community events include the distribution of school supplies, helping in the construction of playgrounds, gift distribution, and/or helping with the community garden boxes. Community events help CVHC provide low-income families with needed resources, and improve their lives.

Requirements:

- Complete a volunteer application available online at www.cvhc.org, or at our main office.
- Required criminal background check for the safety of program participants.
- Dress Code- Volunteers will be informed of the required dress code before each event.
- Complete a Volunteer Wavier Form; volunteers under the age of 18 years must turn in a Parent Wavier Form.
- Maintain professional conduct/language.

Hours: According to scheduled event and volunteer availability.

Reports to: Resident Services Coordinator; Volunteer Coordinator

Start Date: According to availability of program and/ or volunteer

To apply: Email application jessica.leal@cvhc.org

45-701 Monroe Street, Ste. G
Indio, CA 92201
www.cvhc.org
760-347-3157