



Position:	Special Events or Projects-Volunteer
Department:	Community Outreach and Operations
Program:	Volunteer Program
Reports to:	Community Resource & Volunteer Coordinator
Status:	Volunteer, Unpaid
Minimum requirement:	Varies by event/shift
Weekly time commitment:	Varies by event/shift
Salary:	Unpaid
Probation:	N/A

JOB SUMMARY:

The **Special Events or Projects-Volunteer** volunteer position provides opportunities for individuals to use their commitment of time and talents to engage, empower and advocate towards achieving a more equitable society and foster an ever-improving quality of life for the LGBTQ community through supporting special events or projects hosted by The LGBTQ Center of Long Beach.

The Special Events or Projects-Volunteer position is responsible for assisting the organization in various capacities in the numerous events it hosts and participates in every year (i.e. Black and White Gala, Long Beach Pride, Long Beach AIDS Ride, Long Beach QFilm Festival, etc.). Special events volunteers assist in keeping event costs down which contributes to the success of an event. Once officially registered, a Special-Events-Volunteer is a representative of the organization.

Primary Duties and Responsibilities:

EVENTS

- 1.) Regularly communicate availability for upcoming events and submit any change in contact information when applicable;
- 2.) Commit to 2 events within the first 6 months from registration, failure to do so will result in a de-activation of volunteer status;
- 3.) Contribute to creating a welcoming and safe environment for guests, clients and other volunteers;
- 4.) Be punctual and wear the appropriate attire to the event;
- 5.) Duties and responsibilities will vary based on event, but some examples of duties may include, but are not limited to:
 - Event set-up or breakdown (tables, chairs, food, linens, decorating, etc.)
 - Greet guest and perform check-in/registration
 - Serving food
 - Ushering
 - Handing out items
 - Assisting with raffle opportunities, silent and live auction
 - Security and crowd control FLOATER
 - Other duties as assigned

PROJECTS

- 1.) Assist with the planning, implementation, administration and/or evaluation of special projects;
- 2.) Educate, link, and communicate special project information to community members through various and relevant communication channels and mediums;
- 3.) Disseminate special projects materials to promote and educate individuals about the project function, outcomes, etc.;



- 4.) Assist with data collection, analysis, and/or interpretation efforts when appropriate to obtain information about the needs and issues impacting the LGBTQ community; and
- 5.) Additional duties and responsibilities which may vary depending on project objectives and outcomes.

Desired Qualifications, Experience and Skills:

- Commitment to the mission of The LGBTQ Center of Long Beach to engage, empower and advocate towards achieving a more equitable society and foster an ever-improving quality of life for the LGBTQ community through volunteerism;
- Comfortable meeting new people and courteous in social situations and with the public;
- Strives for exemplary customer service;
- Excellent communication skills;
- Personal awareness and emotional maturity;
- Responsible, respectful and dependable;
- Event experience is a plus, but not required; and
- Demonstrate ability and willingness to work effectively with people of diverse races, ethnicities, ages, sexual orientation, socioeconomic backgrounds, and genders in a multicultural setting and learn about services available to the Long Beach community.

Normal volunteer hours occur Monday through Saturday. Evening and weekend shifts are available.

Additional volunteer opportunities are available in the following:

- Front Desk
- Mentoring
- Outreach

Volunteers are not compensated for travel should they choose to volunteer at a special event, off-site.

The **LGBTQ Center of Long Beach** is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

Please email or fax volunteer application to:

Pilar Alatorre (Community Resource & Volunteer Coordinator)

Email: palatorre@centerlb.org | **Fax:** 562.433.6428

The LGBTQ Center of Long Beach

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