

VOLUNTEER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: The National Diabetes Foundation

Address: 6578 Shoreline Drive., Ocean View, South Carolina 09876

Phone: 555-758-3899

E-Mail: volunteers@ndf.org

EMPLOYMENT ELIGIBILITY

Job Title: Event Volunteer

Reports to: Volunteer Coordinator

Job Location: Mary's Beach, Ocean View, SC 09876

Start Date: August 16, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 8 Hours per week

JOB DESCRIPTION

The National Diabetes Foundation is recruiting volunteers for its annual beach gala on August 16, 2021. Volunteers will participate in a variety of tasks to set-up, operate, and break-down the event. Shifts will be 8 hours spread throughout the day.

RESPONSIBILITIES AND DUTIES

- Complete duties as assigned;
- Report issues to the volunteer coordinator;
- Follow safety regulations;
- Work well with other volunteers.

QUALIFICATIONS / REQUIREMENTS

- Good communication skills;
- Good work ethic;
- Personable and professional;
- Dependable;
- Organized;
- Works well with others.