



VOLUNTEER POSITION DESCRIPTION

TITLE	Special Event Planner
PURPOSE	To improve the quality of life of individuals with disabilities by planning and coordinating special events to benefit Sports 4 All Foundation and the people we serve.
LOCATION	Sports 4 All Office, 5827 Charlotte Pike, Nashville, TN or event location
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Create an in-depth plan, timeline, and budget for special event.</li> <li>• Help to raise money and/or awareness for Sports 4 All</li> <li>• Advertise event via social networking, word of mouth, advertisements, ect.</li> <li>• Be present at the event to coordinate and advise events.</li> <li>• Help gather volunteers and/or committee to assist in organizing, planning, and facilitating event.</li> <li>• Evaluate the event</li> </ul>
REPORTS TO:	Megan Graf (Program Facilitator/Volunteer Coordinator) Once event is chosen you may report to someone new
LENGTH OF APOINTMENT	For as long as it takes to fully develop and carry out an event
TIME COMMITMENT	Minimum of 4 hours/week for at least 1 month (May need more hours closer to event day)
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Preferred experience with planning events</li> <li>• Works well with all kinds of people</li> <li>• Organized individual who wishes to gain more experience in managing large events</li> </ul>
SUPPORT PROVIDED	Past event planning templates, computer with internet (in office), and networking contacts will be provided
BENEFITS	Interaction with a very diverse population, flexible hours, chance to be very creative, great resume builder

*“Volunteers don’t get paid, not because they’re worthless, but because they’re priceless”*