

*Metro
Davidson
of Family*



**Metro Office of
Family Safety**

*Nashville-
County Office
Safety*

Department Head, Diane Lance

Special Events Volunteer – Position Description

Position Title: Special Events Volunteer

Department: Office of Family Safety

Reports to: Intern, Volunteer & Outreach Coordinator

Hours: Varies

Location: Jean Crowe Advocacy Center (100 James Robertson Parkway, Nashville, TN 37201), Family Safety Center (610 Murfreesboro Pike, Nashville, TN 37210), and other locations of special events and community events.

Summary of Role:

- Provide support to Office of Family Safety staff in facilitating and executing a variety of special events.

Essential Duties and Responsibilities:

- Help execute and facilitate a variety of special events that the Office of Family Safety is hosting or in which our office is participating (volunteer/internship fairs, community education events, donation drives, etc.)
- Provide support in set up, logistics, and clean up for events
- Be a representative for OFS at various community events/fairs; stand at OFS's designated table and speak to those who come by
- Speak to community members on behalf of the office and educate people on the work of OFS and various opportunities for people to get involved (volunteering, internships, etc.)
- Provide basic education on interpersonal violence when appropriate

*Potential opportunity for other projects/responsibilities at the discretion of the Resource Coordinator

Qualifications:

- Must be at least 18 years old
- Must pass a background check
- Must be able to provide own transportation to and from events
- *In an effort to ensure our intern and staff body is as representative of our diverse clientele as possible, applicants from minority backgrounds, cultures, and/or with multilingual skills are particularly encouraged to apply.*

Support and Benefits Provided:

- Supervision, skill-building, mentorship, networking, and resume-building
- Metro ID badge
- Free parking off-site
- Ongoing training and guidance on the work of OFS as well as its structure and procedures
- Ongoing education and training on domestic violence and trauma
- Opportunities for other projects

To apply:

Please send a resume, cover letter, and completed application found on [our website](#) to Courtney Muller at CourtneyJMuller@jnsnashville.gov.

Applicants with unresolved trauma in their past are encouraged to explore whether this opportunity is a good fit for them.

*Please note that we have various volunteer positions within the Office of Family Safety. Please visit <https://ofs.nashville.gov/get-involved/volunteer-opportunities/> for more information.