

*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 (**some weekday, evening, and weekend shifts available**)

Location: 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 Intern and Volunteer 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
- Must complete necessary outreach and education training