**Special Events Volunteer – Position Description**

**Position Title**: Special Events Volunteer

**Department:** Office of Family Safety

**Reports to:** Assistant Director of Community Engagement

**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@jisnashville.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.