

**SAMPLE VOLUNTEER POSITION DESCRIPTION
CHAPTER/UNIT NAME**

Location	
Position Title	Financial Development/ Special Events
Purpose	Assist Red Cross in delivering mission by raising funds at special events
Key Responsibilities	<ul style="list-style-type: none"> • Willingness to support Red Cross Mission • Assist in planning and implementing fundraising special event • Use resources to solicit sponsors, door prizes, or other items needed for event • Distribute marketing materials (e/g/ posters, brochures, etc.) • Participate in special event
Relationships	Working with financial development employees and volunteers
Qualifications	<ul style="list-style-type: none"> • Reliability • Detail-oriented • Follow through on projects • Courteous and professional demeanor • Computer skills
Training	<ul style="list-style-type: none"> • Orientation to American Red Cross • On job training
Appointed by	Chapter/Unit Financial Development Chair and/or Director or Chair of Special Events
Reports to or Partners with	Chapter/Unit Financial Development Chair and/or Director
Length of Appointment	Short term for length of special event, renewable
Time Commitment	Time depends on length of planning and implementing special event
Development Opportunities	<ul style="list-style-type: none"> • Be a valued team member of the Financial Development staff • Develop fundraising skills

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date

Revised date _____