

Events & Outreach Volunteer

Why this role is necessary: The events & outreach volunteer role is essential for the Pennsylvania Parks and Forests Foundation as it ensures the successful execution of events that are crucial for fundraising and community engagement. Volunteers help manage logistics, interact with attendees, and support event activities, which enables the Foundation to effectively promote its mission and connect with supporters. Their assistance allows for smooth and impactful events, helping to raise awareness and generate vital resources for the stewardship and enhancement of Pennsylvania's natural landscapes.

When and Where: Statewide opportunities as needed.

Description: An event volunteer for the Pennsylvania Parks and Forests Foundation plays a key role in supporting and executing events aimed at promoting conservation and engaging the community. Responsibilities include setting up event spaces, assisting with registration and guest services, managing event materials, interacting with attendees, and providing on-site support to ensure smooth operations. This role offers the chance to actively contribute to successful events that raise awareness and funds for preserving Pennsylvania's parks and forests, while also gaining experience in event coordination and community outreach.

Responsibilities may include:

- Preparing and arranging event areas, including setting up tables, chairs, and decorations
- Helping guests check in, providing event materials, and answering initial questions
- Assisting guests with inquiries, directions, and ensuring their overall comfort during the event
- Helping with activities such as live and/or silent auctions or presentations as needed
- Coordinating the breakdown and cleanup of the event space after the event concludes

Qualifications Needed:

- Ability to interact effectively with guests, answer questions, and provide clear instructions
- Dependability in fulfilling assigned tasks and maintaining a punctual, professional demeanor

Benefits to Volunteer: Volunteering for events with the Pennsylvania Parks and Forests Foundation offers several valuable benefits. You'll gain experience in event planning, organization, and customer service while connecting with other volunteers and community members who share your passion for conservation. Contributing to successful events allows you to make a tangible impact on stewarding Pennsylvania's natural resources, providing personal fulfillment and satisfaction. Additionally, your involvement enhances your resume with practical experience in nonprofit work and event management. You'll also acquire insights into how organizations operate and receive recognition for your dedication and contributions, which can be both rewarding and motivating.