

## Special Fundraising Events Volunteer

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### The Organization

Shelter Movers is a national, volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. We collaborate with local businesses and community agencies to support individuals, as they transition to a life free of violence.

Volunteering at Shelter Movers means contributing to a mission that will make a meaningful impact on families experiencing abuse and supporting survivors as they transition to a life free of violence. It also means playing a role in ending gender-based violence. We are growing and looking to add caring, compassionate, and dependable people to our team.

### The Role

As a Special Fundraising Events Volunteer, you will play a key role in helping Shelter Movers execute impactful and successful fundraising events. In this role, you will assist with event logistics, guest services, donation processing, and ensuring a seamless experience for event attendees.

### Impact

- Opportunity to make a meaningful contribution to Shelter Movers mission.
- Raise awareness for Shelter Movers' mission, foster community engagement, and contribute to the organization's ability to fundraise and support those in need.

### Responsibilities and Accountabilities

- Assist with setting up and tearing down event venues, including arranging seating, decor, and equipment
- Help with logistics and tasks leading up to the event
- Welcome and assist guests during the event, providing information or directions as needed
- Support registration/check-in processes and distribute event materials
- Ensure smooth event operations by monitoring activities and assisting with payment and donation processing
- Provide general support to the event team, ensuring tasks are completed efficiently and everyone is informed
- Assist with post-event clean-up, including collecting and organizing event materials.
- Support the collection of donations and payments on-site, handling transactions securely and responsibly

### Skills and Qualifications

- Outgoing, confident, and comfortable engaging with guests and stakeholders, both in-person and through various communication channels
- Strong interpersonal skills with a friendly, approachable attitude with the ability to build relationships with a diverse group of individuals
- Strong communication skills both written and verbal

- Trustworthy and responsible, particularly with handling money and sensitive information
- Confident using technology, specifically computer-based payment processing systems
- Ability to work collaboratively as part of a team and follow direction
- Experience in hospitality or customer service is an asset
- Ability to multitask and stay organized in a fast-paced environment
- Flexibility to adapt to changing event needs and tasks
- Ability to be active during the event, which may include staying in one place or moving around for extended periods
- Comfortable navigating new environments and physical spaces
- The ability to commit to full-day events is preferred, but not essential
- Previous event experience is preferred, but not required

### **Role Details**

- Time commitment varies per event
- Up to 4 events per year
- This is an unpaid volunteer position

### **To Apply**

- Email your resume and interest to the local volunteer services team

*Note that the successful candidate will be subject to completion of a criminal background check.*

### **Equal Opportunity Statement**

*Shelter Movers is an equal volunteer opportunity charity. We welcome applicants from all backgrounds without regard to age, color, race, sex, religion or belief, national or ethnic origin, sexual orientation, gender identity or expression, marital status, family or parental status, genetic characteristics, physical or mental disability.*

*We provide employment accommodation in accordance with provincial legislation. To request reasonable accommodation, contact [nationalvolunteerservices@sheltermovers.com](mailto:nationalvolunteerservices@sheltermovers.com)*