

Gala Volunteer Coordinator

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time
TEAM: Gala
SUPERVISOR: Theresa Ruckstuhl
TIME COMMITMENT: 1-2 hours per week/ attend Gala November 17, 2023
IN-OFFICE/REMOTE: In-Office Remote

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

The Volunteer Coordinator is an organized, detail-oriented person who works closely with the Gala Coordinator recruiting, tracking, and communicating with other volunteers. He/she will attend the Gala ensuring all volunteers have arrived and are in assigned positions. The Volunteer Coordinator acts as liaison between Gala Coordinator and other volunteers.

RESPONSIBILITIES

- Communicates with volunteers leading up to and during the Gala.
- Regularly meets with Gala Coordinator to receive instructions and requirements for volunteers.
- Attend scheduled (virtual) meetings.
- During the Gala, coordinates volunteers to ensure they are at their assigned positions and know expectations of evening.

QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app
- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual