

Table Host Caller

ROLE INFORMATION

POSITION TYPE:	Volunteer
TEAM:	Gala
SUPERVISOR:	Gala Coordinator
TIME COMMITMENT:	2-2.5 hrs / Weekly
ON-SITE/REMOTE:	Remote Prior / In Person at Event

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

Coach Gala Table Hosts on how to use the Table Host Packet, and ways to help them stay on track and invite people to attend. Also support, encourage and pray for assigned Table Hosts

RESPONSIBILITIES

Connect with Table Hosts biweekly starting 12 weeks prior to Gala. Think of this as TLC for Table Hosts. Answer questions and keep the event on their “front burner”. Attend virtual meetings with Table Host Coordinator and other Table Host Callers.

These are the points of contact you are shepherding your Table Hosts through:

- Regularly call and email table hosts that have been assigned to you; check in on their progress and encourage them to continue inviting guests. These calls will start at a lesser frequency, may become weekly as the Gala approaches
- 12 weeks before Gala, verify their receipt of the Table Host packet. This will be sent by Gala Coordinator
- Make sure all Table Hosts are registered for the event and know how to invite their friends through FundEasy. You will be trained on how to use Fund Easy
- Encourage Table Hosts to send more invitations as they get declines; register their RSVP'd guests or have guests self register on our online registration platform (FundEasy)
- Track calls with Table Hosts through provided Google Spreadsheet.
- Note when new table host registrants are added to your Spreadsheet & contact within 1 week
- At the dinner, introduce yourself to Table Hosts to thank them and give final instructions

QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Share contact information including email and phone number with Gala Coordinator and Volunteer Coordinator. Information will not be shared elsewhere
- Sign mandatory waiver / waiver forms and complete a background check