

VOLUNTEER ROLE DESCRIPTIONS

We are providing you with a list of the Volunteer Roles needed for the Galveston County Crusaders Against Breast Cancer Organization.

Please review each role carefully, and place a (X) by the role that interests you the most. (You may have more than one choice. Decisions will be finalized by the board members).

- ☐ **VOLUNTEER COORDINATOR.** Someone who is great at working with and motivating people, solving problems, and generally helps people feel they are part of the team. This person:
 - Recruits and energizes volunteers
 - Works with event committee
 - Identifies volunteer needs
 - Communicates with volunteers
 - Organize and delegate event tasks
- ☐ **EVENT PLANNER.** Someone who handles the details of the event itself. This person needs to be good with following up with people and keeping the ball rolling at all times.
 - Coordinates the event committee
 - Contracts with vendors
 - Coordinates with businesses
 - Coordinates with board members and volunteers
 - Select the menu
- ☐ **MEDIA/PUBLIC RELATIONS.** Someone responsible for getting the word out about the events or other information. This person should be creative, understand media works, and also share

ideas about how to spread the word and attract people to attend.

- Decides how to promote the events
- Works with media sponsors
- Creates press releases
- Manages methods of communication:
TV,radio,print,web,email and social media

Signature

Date -----

Email -----

Phone# -----

Previous experiences(optional)

We appreciate you joining us and look forward to working with you towards this great cause. Any questions or concerns please feel free to call or email:

Galveston County Crusaders Against Breast Cancer(GCCABC)

Patricia McGuire-Jones-Founder

gccabc@myyahoo.com

832-779-7370