

Volunteer Opportunities

Program & Event Volunteer Role Descriptions

Position Title: Program or Event Leader

Status: Volunteer (Part-Time)

Commitment: Flexible, based on event schedule or program cycle

Position Summary

The **Event Volunteers** play a vital role in advancing the mission of EmpowHer Enterprises Inc. by supporting the successful execution of community outreach events. **Event Volunteers** assist with logistics and engagement on the day of major events.

1. Event Volunteers – Day-of Event Support

Ideal For: Volunteers available for single-day commitments to bring energy, organization, and compassion to our large-scale events.

Key Responsibilities:

- Assist with event setup, registration, and breakdown
- Greet and guide participants and families during events
- Distribute items (e.g., school supplies, toys, food, hygiene kits)
- Support activities like crafts, games, or photo booths
- Help manage vendor tables, raffle giveaways, or refreshments
- Ensure a warm, respectful, and organized environment for all attendees

Sample Events:

- Annual Community Christmas Party & Toy Giveaway
 - School Supply Drive & Backpack Distribution
 - Winter Coat & Toiletry Giveaway
 - Dream Party Celebrations
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2. Program Team Leaders/Coordinators – Program Development & Delivery

Ideal For: Volunteers with a heart for impact and a gift for organization, mentorship, or curriculum development.

Key Responsibilities:

- Collaborate on design and delivery of core programs (e.g., Journey Totes, EmpowHIM, Style Me Successful, Dream Party)
- Help manage logistics such as outreach, participant registration, or supply procurement
- Develop session plans, activities, or curricula that align with program goals
- Facilitate workshops, mentorship sessions, or follow-up calls when applicable
- Work with other team members to evaluate program outcomes and suggest improvements
- Represent the program in community meetings or stakeholder presentations as needed

Skills Preferred:

- Program planning or community service experience
 - Communication, facilitation, or mentorship abilities
 - Ability to take initiative and work collaboratively
 - Flexibility and cultural sensitivity
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Time Commitment

- **Event Volunteers:** 4–8 hours per event (based on role and event size)
 - **Program Leaders/Coordinators:** on average 5–10 hours/month depending on program and season
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What You'll Gain

- Hands-on leadership experience in a mission-driven organization
- The chance to directly impact the lives of underserved youth and families
- Community service hours and networking opportunities
- Recognition and potential recommendation letters for outstanding service