

Volunteer Position Description: Old Roosevelt Special Events

Organization	Red Lodge Area Community Foundation
Contact Info (Name of supervisor, Phone, Email, Org website)	Tracy Timmons Cell: 406-425-0292 Work: 406-446-2820 Email: tracy@rlacf.org
Title Position	Old Roosevelt Special Events
Brief Description (What are the primary duties and necessary skills? Remember to keep it upbeat, fun, and short!)	<ul style="list-style-type: none"> • Work with the Fundraising committee to organize and create special events to build awareness of the project and develop supporters. • Focus on the different potential aspects of the building. • Follow the steering committee developments and share them more widely. • Engage volunteers for event week to share the set up and take down duties.
Time, Place, Duration (Fixed or flexible schedule, remote or physical, long-term or single event, etc.)	This is a mid-term volunteer position with a flexible schedule. Average 1-2 hours a week when available. You could work from our Center, from your home, or you favorite community spaces!
Qualifications/Interests (Required or preferred. Is this a youth or adult position?)	Must be able to work with other people to create special events that captivate people in the essence of what the Old Roosevelt Arts & Culture center could be for the community.
Orientation and Training (How will you make sure your volunteer is prepared for the task?)	Our volunteer advocate will meet with you to orientate you to the Foundation and then set up a meeting with your supervisor who will discuss the position description. You will be invited to a Foundation orientation to learn more about the Voice of the Foundation within the community.
Organization Description (Briefly state what you do in the community.)	Connecting people and building community by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community.
Why is this position important to the organization?	Your efforts are crucial to engage more people closer to the desired project outcomes. We need build momentum for a successful project that will serve a very diverse sector of the community, that has long been in need. You will make it possible for people to come together and dream.
Misc. (Anything else you want to say.)	The Old Roosevelt project has been at work for 5 years and has built a lot of momentum over the past 2 years and we need more help. We have a lot of information we can provide you as background.