



Special Events Volunteer

John Muir Land Trust (JMLT) protects and cares for open space, ranches, farms, parkland, and shoreline in the East Bay. JMLT offers our Special Events Volunteers the opportunity to meet new people and gain additional skills, all the while making a difference.

Volunteer Opportunity Overview: To achieve our mission, JMLT manages philanthropic, community and promotional efforts. As a Special Events Volunteer, you can support the organization's work to engage donors and community members on the special offerings our lands and work provides.

Responsibilities and Duties:

- Organizing and stuffing name tags
- Greeting guests as they arrive at registration tables
- Ushering guests to presentation areas
- Other special event tasks as needed

Qualifications:

- Dependable and punctual
- Courteous and personable
- Own transportation to and from event location
- Self-directed, willing to take initiative, and detail oriented
- Able to respect and maintain confidentiality of JMLT's volunteers, partners, and donors
- Good communicator, team player, and able to accept and give clear direction
- Must complete interview and training
- May be asked to undergo a background check based on assignments
- 18 years of age

Additional Information:

Location: In office and/or event space

Commitment: 2-4 hours per event

Staff Contact: Director of Development, Melanie Hogan, melanie@jmlt.org

Training: In office projects will include a thorough explanation of task. On site event role will receive instructions before and after you arrive.

Compensation: This role is purely voluntary.

Apply: Fill out our volunteer interest form here: jmlt.org/volunteer

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