



Programs/Events Volunteer Job Description

Direct Supervisors: Programs Coordinator and Interpretive Manager

A programs and events volunteer will play a valuable role in coordinating and/or working the programs and special events at Castle in the Clouds, a 501c3 nonprofit organization. This person will have the opportunity to be involved in the set-up and execution of any of the special programs/events that occur at the Castle. This position may be a combination of indoor and outdoor tasks and may require moderate physical activity.

Essential Duties and Responsibilities may include but are not limited to:

- Assisting with event preparations on the days leading up to a big event.
- Event set up and break down (chairs, tables, refreshments, as required by the event)
- Staffing the event/Assisting visitors and participants during the event
- Help manage parking areas for the event, if necessary
- Other duties as assigned by the Programs Coordinator

Optional Duties and Responsibilities: Let the Volunteer Coordinator know if you are interested in any of the following activities.

- Leading guided hikes during the summer months on LRCT trails surrounding the Castle.
- Assisting with the creation and implementation of an event or special program under the direction of the Programs Coordinator

Qualifications:

- Good people skills
- The ability to listen and follow directions
- A desire to work with the public
- Engaging and comfortable directing visitors as needed for the specific program/event.

Other Qualifications:

- Public speaking may be required depending on the program/event.
- Knowledge about specific trails or information pertaining to the LRCT trails at Castle in the Clouds is a plus, but not required.
- Being able to manage a group of people (as Coordinator role)

Training: Each program/event may have a brief training session prior to the event so every volunteer know how the event will flow and what is required by each volunteer.

Requirements: Indicate events or special programs you will commit to volunteering to participate in or coordinate and fulfill duties requested.

Volunteer Benefits are awarded based on accrued hourly milestones.