



# Programs

## Volunteer Job Description

Direct Supervisor: Program Director

*Volunteers are critical to the fulfillment of the Castle's non-profit mission!*

**Description:** 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.

### Qualifications:

#### Education/Experience

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

#### Skills/Abilities

- 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
- 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.

#### Other:

- 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

**Essential Duties and Responsibilities** 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

**Requirements:** Volunteer Coordinator will let you know when programs and events are scheduled throughout the season.

**Volunteer Benefits are awarded based on accrued hourly milestones.**

### To Apply:

Interested applicants should submit an online volunteer application <https://www.castleintheclouds.org/volunteer/>  
For further information please email [volunteers@castleintheclouds.org](mailto:volunteers@castleintheclouds.org)