



Volunteer Program

Position Description: Special Events Committee

Committee members work with Habitat KC staff and Board to plan, coordinate and execute fundraising events, and special events throughout the year. As with all committees, inter-communication will be vital to the success of the Special Events Committee. Members of the Committee should be natural party-planners and organizers.

Location: Monthly meetings held at the Habitat KC office.

Time Commitment: Initial meetings with Director of Programs and Resources and Habitat staff to brainstorm ideas and identify events for 2010/2011.
6 months minimum serving on committee
Monthly meetings to plan and organize events.
Additional meetings of sub-committees as required leading up to events.

Qualifications: Excitement about Habitat's mission. Experience in event planning, strong organizational skills, phone skills, people skills, and fundraising skills a plus.

Office Contact: Dana Byron, Director of Volunteers

Responsibilities:

- 1) Work with Director of Programs and Resources and Volunteer Department, along with Habitat staff to brainstorm ideas and identify 2010/2011 events.
- 2) Assist in the recruitment of committee members.
- 3) Develop timelines, identify sub-committees, assist in assigning tasks to committee members.
- 4) Assist in organizing and planning events
- 5) Assist in bringing in community partners and sponsorships for events.

If interested, please contact Dana Byron, Director of Volunteer Services at 816.924.1096 x101 or dbyron@habitatkc.org