



**FRIENDS**  
of the **FAMILY**  
Everyone Has A Home

## Event Volunteer

*Location: Varies (Waterloo, Waverly, Mason City)*

**Reports to:** Volunteer Manager but works closely with Development Team

**Dates/ Hours Anticipated: Varies (Evenings, Weekends)**

### Summary:

Event volunteers will assist the development team to execute events to meet fundraising and community engagement goals. Event volunteers can help to assist preparing for event, working the events, and cleaning up the event. All three parts are needed for events to be successful.

### What You Will Do:

- Preparing for events may include: printing and cutting materials, selecting and packing supplies/ decorations, setting up the venue
- Working events may include greeting and checking in guests, helping with live and silent auctions, helping guests with any questions
- Cleaning up events may include: collecting and packing supplies/ decorations, helping guests with auction items and check out, cleaning up the venue

### Qualifications and Competencies:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non- discriminating manner

### FOF's Events Include:

- Tabling and Resource Tabling Events (Varies)
- A Night In.. (Nov 14<sup>th</sup> 2025)
- Chef's Take a Stand (April 2<sup>nd</sup> 2026)
- Putt an End to Homelessness (August 15<sup>th</sup> 2025)

**For more information or if interested, please email Madison Gaffney, Volunteer Manager, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line "Event Volunteer".**

- One Time Event Volunteer Commitment Accepted
- Team/ Multiple Volunteer Sign Up Accepted