

GO! NETWORK VOLUNTEERS

EVENT COMMITTEE MEMBER

The Event Committee is responsible for weekly event preparation and coordination. Members do the behind the scenes tasks to ensure that GO! Network members have a seamless experience at each Tuesday session.

Responsibilities:

- Monday afternoon set-up includes creating new name tags, printing handouts, setting up the registration area and assisting the GO! Network Event Specialist as needed
- Tuesday morning assisting with registration area member check-in and name tag distribution
- Tuesday afternoon tear-down of registration area
- Data entry of members that attended, new volunteers, program surveys
- Attend committee meetings as needed

Desired Qualifications:

- Event coordination experience
- Microsoft Office and data entry skills
- Excellent communication and organizational skills
- Problem solving skills as needed

Time Commitment:

- As much as 3-5 hours per week, varies based on task
- Attend regularly scheduled committee meetings as needed

Any Questions please contact Cheryl Cavins – 314-605-5781 or Mary Ann Downs 314-757-3079

**GO! Network provides an opportunity
for its members to give back and to polish their skills**