

Volunteer Opportunity: **Project Leader – Locks of Love and Alex’s Lemonade Stand**

Duration/Hours: Approx. 2 months, 2-5 hours/week, plus on-site event participation

Location: This position is virtual with flexible hours and occasional face-to-face meetings and activities in Canton, GA (River Green community). You should have access to a personal computer, internet, and phone.

River Green Outreach needs a project leader to plan and oversee a special combined event supporting two great causes to benefit children suffering from medical hair loss and childhood cancer.

What you’ll do before the event

1. Serve as project leader to help plan and organize event
2. Help promote event to attract volunteers to participate by email, phone, flyers, posters, and more
3. Assist with production of printed materials (flyers, posters, etc.) to promote event and recruit volunteers
4. Plan volunteer tasks/assignments and setup needs in days leading up to the event
5. Communicate event details and instructions to volunteers

What you’ll do the day of the event

1. Assist with pre event set-up and post event clean-up
2. Helps oversee and direct volunteers
3. Ensure volunteer needs are taken care of (bathroom availability, goodies/drinks/food, breaks, etc.) welcome volunteers, distribute post event surveys, nominate volunteers for awards/recognition

Post Event Responsibilities:

1. Assist with thank you letters and volunteer appreciation
2. Organize files, emails, and other materials for next year

How to apply:

Send email to BiancaCummings@comcast.net. Please include “Project Leader – Locks of Love and Alex’s Lemonade Stand” in the subject line.