



Strike Out Homelessness Bowl-A-Thon & Raffle Volunteer Job Description

Title	<i>Bowl-a-thon and Raffle Committee Member</i>
Reports to	<i>Director of Development</i>
Dates Needed	<i>February-October 19, 2019; includes committee meetings and day of event</i>

Purpose

Supportive Housing Coalition is looking for reliable, enthusiastic, and hard-working individuals to provide fundraising event support during its annual Strike Out Homelessness event. The committee coordinates all aspects of the event including but not limited to day-of-event schedule and logistics, set-up and take-down, marketing, t-shirt design, and soliciting local businesses for raffle and prize donations.

Specific Roles

Registration Team Leader - Manages team responsible for registrations prior to and on day-of-event

Hospitality Team Leader - Manages team responsible for greeting and welcoming people to event; directs participants to registration, photography, and raffle stations; identifies special prize recipients

Raffle and Prize Team Leader - Manages team responsible for raffle ticket sales prior to and on day-of-event; manages prize list and donor recognition; leads committee efforts in soliciting for raffles and prizes

Photography Team Leader - Manages team responsible for taking team and candid photos on day-of-event

Key Responsibilities

- Attends all special event committee meetings
- Volunteers for and completes committee assignments discussed at meetings
- Provides follow up reports on assignments to the committee
- Assists with overall coordination of event
- Assists with solicitation of raffle and prize donations for event

Desired Attributes

- An interest and commitment to the programs, goals, and objectives of SHC-NM
- Demonstrated energy and enthusiasm for SHC-NM programs
- Ability to work well in a team environment to get the job done
- Ability to abide by all policies and procedures set forth by SHC-NM

Training Provided

An orientation on SHC-NM mission, history, previous and current projects and goals will be provided.

Contact: Laurie Frappier

Phone: 505.255.3643 ext. 1111

Email: lfrappier@shcnm.org

Website: www.shcnm.org/bowl

