

**Hosanna House, Inc.**  
***“A place called hope!”***  
**2010 Signature Events**

**Volunteer Job Description**

**2010 Signature Event:** Shadyside Presbyterian Church Golf Outing

**Purpose/Goal:** This is a charity golf outing benefitting Hosanna House, sponsored by Shadyside Presbyterian Church. Open to all, the event includes an 18-hole scramble, dinner and silent auction. Sponsorships are also available and all proceeds are tax deductible. This will be the 11th year for this event

**Title/Position:** Event Implementer                      **Positions Available:** 2

**Key Responsibilities:** Partner with HHI staff member responsible for leadership of the event. Proactively solicit volunteers, assign event tasks, and monitor work. Maintain database of volunteers. Partner with event planner to identify volunteer opportunities and maintain communication throughout the planning process and event. Provide periodic reports to the Executive Advisory Committee throughout the planning phase.

**Contacts:** Community connections in the area of marketing and public relations.

**Commitment:**

- March 2010 through September 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of the Golf Outing event.
- Regularly scheduled meetings with your respective Event team until execution of event, minimally twice a month.

**Required Skills:**

- Primary – Team development, group dynamics, verbal communication, and organization.
- Secondary – Administrations, interpersonal relations, and bookkeeping.
- Computer – Software: Word, Excel, and PowerPoint.

Contact Jeannette Dawson at 412-342-1336 for additional information.

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