

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

Volunteer Job Description

2010 Signature Event: Highmark Walk for a Healthy Community

Purpose/Goal: The “Walk for a Healthy Community” is a unique event that brings together community organizations to achieve the common goal of raising money for their individual missions. Highmark Blue Cross Blue Shield underwrites the cost of the walk so that 100% of funds donated by walkers is given directly to support the mission of the participating organization, i.e., 5K Walk and 1Mile Fun Walk.

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 May 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of Highmark Walk 2010 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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