114th ANNIVERSARY WHAT MATTERS MOST FUNDRAISING BREAKFAST
VOLUNTEER POSITION DESCRIPTION

BACKGROUND AND PROGRAM SCOPE:
For over 100 years Neighborhood House has been providing high quality services to low income individuals and families throughout King County. The annual breakfast event is an opportunity to celebrate our achievements with long-time supporters and to welcome new friends to the organization.

Volunteers play a vital role in supporting staff to create a pleasant, well-organized and fun event for all who attend.

TIMEFRAMES and DUTIES
Volunteer activities for this event will take place over three days. Choose one, two, or all three days!

• Tuesday, April 7th, 3p – 7p: Event Set Up
  o Hang signs
  o Organize name tags
  o Set tables
  o Complete other tasks as needed

• Wednesday, April 8th, 7a – 10a: Event Support
  o Greet guests
  o Support the registration table
  o Collect and organizing materials after the event
  o Complete other tasks as needed
  o Volunteers on this day get to attend the breakfast at no cost

• Thursday, April 9th, 9a – 11a: Thank You Cards**
  o Write thank you cards for guests who attended the breakfast
  o Neat handwriting is required

LOCATION
Volunteers will meet Neighborhood House staff at the Washington State Convention Center (800 Convention Pl, Seattle, WA 98101). Parking fees are covered by Neighborhood House.

**Thank you cards will be written at our administrative offices located at 1225 S Weller St, Seattle, WA 98144

APPLYING
Anyone interested in volunteering for this position should complete our Volunteer Inquiry Form so that we can learn more about you.

For questions about this, or any other Neighborhood House volunteer positions, contact Janelle Losse, Volunteer Services Manager, at (206) 461-8430 ext. 2006 or janellel@nhwa.org.