



## 114<sup>th</sup> 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 7<sup>th</sup>, 3p – 7p: Event Set Up
  - Hang signs
  - Organize name tags
  - Set tables
  - Complete other tasks as needed
  
- Wednesday, April 8<sup>th</sup>, 7a – 10a: Event Support
  - Greet guests
  - Support the registration table
  - Collect and organizing materials after the event
  - Complete other tasks as needed
  - Volunteers on this day get to attend the breakfast at no cost
  
- Thursday, April 9<sup>th</sup>, 9a – 11a: Thank You Cards\*\*
  - Write thank you cards for guests who attended the breakfast
  - 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](mailto:janellel@nhwa.org).