

Event Setup & Breakdown Volunteer

Purpose:

Volunteer will support the Agency's Volunteer Income Tax Assistance (VITA) program by setting up equipment needed for the event. Please note that VITA services are virtual, but we have limited in-person drop-off services and will need help setting up/breaking down for it. Event setup and breakdown may include unloading chairs, tables, and outdoor canopies.

Agency contacts:

Ashley Creese, Volunteer Services – acreese@camarin.org

Responsibilities and duties:

- Ability to be on their feet for extended periods of time.
- Set-up and breakdown of necessary equipment before and after the event.
- Adhere to Agency health and safety protocols, and code of ethics.
- Communicates with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses.

Time commitment:

- Fridays: 8:00am – 8:30am
- Fridays: 2:30pm – 3:00pm
 - February 12th, February 19th, February 26th, March 5th, March 12th, March 19th, March 26th, April 2nd, & April 9th

Required skills and qualifications:

Skills

- Ability to engage with individuals in an empathetic, culturally responsible manner
- Verbal communication skills
- Ability to lift 25 lbs.

Qualifications

- Physical stamina and high energy levels
- Demonstrate good judgement
- Willingness to provide a pleasant and welcoming environment



IN YOUR CORNER

- Works effectively on a team

Benefits to volunteer:

- Volunteer for Marin County's largest nonprofit social services provider
- Assist Community Action Marin with embodying a whole-family approach
- Fun, inclusive, and engaging environment

Location:

Community Action Marin Main Office:
555 Northgate Drive, San Rafael, CA 94903

Reasonable Accommodations:

This opportunity may involve physical demands (e.g. climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.