

**THE SALVATION ARMY  
VOLUNTEER JOB DESCRIPTION – EVENTS AND FUNDRAISING COMMITTEE  
VOLUNTEER**

**DEPARTMENT:** ADMINISTRATION  
**UNIT:** Tacoma Corps  
**POSITION TITLE:** Events and Fundraising Committee Volunteer  
**REPORTS TO:** Business Operations Manager  
**STATUS:** Flexible and Ongoing

**SCOPE OF POSITION:**

Events and Fundraising volunteers lend development, public relations, event coordination and detail skills to The Salvation Army of Tacoma's fundraising and events efforts throughout the entire year. These include but are not limited to Tea Party/Purse Auctions, Back to School Shopping Sprees, Back to School Supply Drives and Christmas Program efforts that include toy drives and bell ringing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (ONE OR MORE OF THE FOLLOWING):**

- Identify and recruit community members and groups to volunteer for a number of events and fundraisers
- Organize and coordinate one time to two month-long events and activities
- Cultivate people connections in other service areas such as Gig Harbor, the Peninsula and Greater Tacoma
- Willingness to set up and tear down events

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to quickly learn and apply new information/skills
- Sensitivity to and understanding of the comprehensive mission of The Salvation Army
- Strong relational skills
- Ability to work independently and as part of a team
- Self-motivated with the ability to work with minimal supervision
- Ability to work in a challenging environment and maintain poise under pressure
- Ability and willingness to keep information confidential
- Must complete and adhere to Protecting the Mission requirements and guidelines, including the ability to pass a TSA background check
- Must complete driver background check and be able to pass Online Decision Driver training or have reasonably reliable transportation

**SOFTWARE-RELATED SKILLS:**

- Microsoft Office – Word, PowerPoint, and Excel spreadsheet helpful

- Email experience
- Square Terminal (training provided)

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to withstand cold and hot temperatures during inclement weather helpful but not required
- Ability to operate a telephone
- Ability to operate a desktop or laptop computer
- Ability to lift up to 25 lbs. is helpful, but not required

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

**Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in His name without discrimination.

A critical part of employment in this organization is the modeling of Christian principals while on duty. As a representative of this organization it is imperative that you present yourself to be professional and of high moral standard.

By my signature below, I indicate my willingness to accept the duties assigned as outlined and to uphold the image of The Salvation Army with dignity.

I certify that I have read and understand my responsibilities as set forth in the above job description. Furthermore, I acknowledge that The Salvation Army is a branch of the universal Christian Church, and I declare that I will represent The Salvation Army and its Christian principles during my tenure as an employee.

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Volunteer Signature

Date

01.25.2023