

Key Responsibilities & Duties of an Event Volunteer

THE ROLE

The Ellen MacArthur Cancer Trust runs or is involved in a number of different [events](#) and festivals every year, and we need volunteer support to make sure these events go brilliantly - raising awareness to new audiences and/or funds for the Trust.

Tasks can range from festival set up and pack up, manning stands at fundraising events, hospital / charity end of treatment events, selling raffle tickets or merchandise, and cheering running participants on.

We are looking for people who can offer time at one-off events throughout the year. This is a varied role, which can change depending on the type of event, but are always tons of fun!

RESPONSIBILITIES & DUTIES (INCLUDE BUT NOT LIMITED TO)

- Helping unload equipment and setting up the event; erecting tables and gazebos, arranging decorations and marketing materials, work, and refreshment stations, etc.
- Meeting and greeting visitors/participants/supporters, thanking them for their support, giving directions and answering any queries they may have.
- Helping pack down the event, loading vans, and clearing the site.
- Running an engagement or taster activity e.g. games, crafts stations etc.
- Talking passionately and enthusiastically about what the Ellen MacArthur Cancer Trust does and sharing or signposting to further information.
- Creating a friendly and welcoming atmosphere.
- Maintaining contact and provide important feedback to the Trust's event leads.
- Selling raffle tickets or merchandise, bucket collections or hosting a fundraising activity, etc. (This may at times require you to handle money.)

