

Position Title *Pre-Tournament/Event Volunteer*

Position Description (Summary) Do you only have a few hours to volunteer? Do you prefer to work behind the scenes to help prepare for fun and engaging events to help students develop and use their imaginations to improve our world?

Position Description

A *Pre-Event volunteer* will work with the Special Event Coordinator or Tournament Director to prepare event materials, registration packets, training packets, or help acquire or build challenge specific equipment. Others may assist in assembling mailings or sorting, inventorying and storing, supplies before and after events. As a pre-event volunteer you will play a part in bringing a Destination Imagination event to life. These events include creativity informational nights, Team Manager and Appraiser training, Instant Challenge/Skill workshops, summer and early release day activities.

Primary Duties could be one or more of the following

- Assemble bags of Instant Challenge Supplies
- Build Challenge specific equipment as needed
- Assist in preparing Tournament programs and Event flyers,,: design, proofread, print, collate, assemble
- Help distribute event flyers to strategic locations
- Prepare and post directional signs to guide attendees at the event
- Assist in inventory, preparation, and storage of tournament and event supplies
- Help assemble event mailings, registration packets, and score folders
- Sort and label t-shirts for Tournament volunteers
- Work with Special Event Coordinator or Tournament Director to assure that all pre-event details are completed to assure a smooth event

Interest Area

- Enjoys organization and creativity
- Able to work independently
- Is detail oriented
- Likes working with others to make sure they have a successful event

Location: Gallatin Valley many can be done at home

Date: Variable and flexible - most assignments are 2 - 4 hours and many can be done over several days

Age of Suitable Volunteers 15+

Required Skills/Qualifications (Training Requirements) may include some or all of the following

- Attention to detail
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills
- Must be able to communicate professionally
- Computer Skills especially MS Office
- Phone and e-mail connectivity

Specific Skills

May need working knowledge of MS Office including Word, Excel, Access, and Publisher