



Event Volunteer

Founded in 2003, GiGi's Playhouse Inc.'s mission is to change the way the world views Down syndrome and send a global message of acceptance for all. We profoundly change lives through national campaigns, educational programs, and by empowering individuals with Down syndrome, their families, and the community. All programs are free and are therapeutic or educational in nature. Each one of our programs is designed to work on specific skill development, including speech and language, literacy, socialization, and fine and gross motor skills. GiGi's Playhouse currently has over 50 locations across North America and growing by several locations annually.

Job Summary

The primary goals of this role are to:

- Assist planning event by joining committee meetings
- Assist the day of event with assign tasks

Reports To: Site Manager and Committee Chair

Work Location and Hours: Remote and in McHenry Playhouse opportunities.

Competencies

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Responsive and Customer Service Oriented:** Attentive and timely in responding to customer needs; follows through on commitments and lives up to verbal and written agreements. Impeccably follows through on all action items and deliverables.
- **Communication:** Exceptionally strong written and oral communication skills with ability to express ideas and thoughts in a pleasant and professional manner; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods and consistently exhibits a professional presence. Writes clearly and inspirationally.
- **Proactive and Efficient:** Proactively anticipates needs and works to solve issues before they arise. Takes prompt action; is a total self-starter, taking independent actions and calculated risks to take advantage of opportunities. Acts without being told what to do; brings new ideas to the organization; able to produce significant output with minimal wasted effort.
- **Planning /Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans. Improves processes to continually improve operations.
- **Judgment:** Exhibits sound and accurate judgment; Does not hesitate to make timely decisions on challenging matters and has confidence in decision-making abilities. Supports and explains reasoning for decisions; Includes appropriate people in decision-making process. Sound judgment results in decisions that are consistently on target.

- **Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; ability to be creative, open minded and flexible; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Use of Technology:** Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date. Troubleshoots technological problems; Uses technology to increase productivity.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Prefer High School Degree and two years of event planning experience.
- **Language Skills:** Ability to read, analyze, and interpret instructions and complex correspondence. Ability to respond to common inquiries or complaints. Ability to effectively present information to top management and/or boards of directors.
- **Computer Skills:** To perform this job successfully, an individual should have advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, and Teams).
- **Work Environment:** The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. For a remote role, the employee’s home workspace must be set up in a space that is quiet, private, conducive to office work, and without distractions.

GiGi’s Playhouse Core Values: GiGi’s challenges all staff and volunteers to embody the following core values:

- **Enthusiasm:** Bringing positive, high energy to our work
- **Best of All:** Always looking to improve in all that we do. Challenge yourself every day.
- **Get It Done:** Making things happen and blasting through barriers when needed. Figure it out.
- **Believe:** Believe in ourselves, believe in our mission, believe we can achieve all that we set out to achieve
- **Locally Concerned, Enterprise Minded:** To best serve our local communities, we share our location’s best practices and have the humility to leverage the collective learnings from across the GiGi’s network.

The job duties listed in this job description may not be inclusive of all requirements of this position; other duties may be assigned.

I HAVE THE QUALIFICATIONS AND AM ABLE TO PERFORM THE DUTIES ON THIS JOB DESCRIPTION.

ACKNOWLEDGED:

_____ **Volunteer Signature**

_____ **Date**

_____ **Print Name**