



**Volunteer Position:** Special Events

**Revised:** December 2023

**General Responsibilities:**

Provides support for Tri-County Office on Aging fundraising and special events.

**Essential Volunteer Functions:**

(Reasonable accommodation will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

- Assists with planning of the annual Meals on Wheels Charity Golf Outing and/or Dinner and Auction fundraising events.
- Solicit sponsors, secure prizes and items for live and silent auctions, assist with raffle sales, and/or volunteer on event day.
- Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted, or modified at any time.

**Knowledge, Skills, and Abilities:**

- Commitment to the organization's mission and goals.
- Ability to maintain confidential information regarding all aspects of participant, volunteer, and agency information.
- Ability to work independently or as part of a team.
- Ability to communicate effectively and establish good relationships with staff, participants, volunteers, and vendors.
- Ability to represent the Agency in a professional manner.
- Must be able to adjust priorities to meet deadlines in a timely manner.
- Ability to meet department standards regarding job knowledge, participant focus, initiative, productivity, communication, teamwork, and attendance.

**Working Conditions:**

- Parts of this position may be done from the volunteer's own home. If needed, volunteers will use their personal phone and computer.
- Mental requirements include the ability to handle varying levels of stress.
- If using TCOA office space, the work environment is a typical office setting. Safe work practices regarding office equipment, avoiding trips/falls and fire regulations are required.
- Physical mobility is required for sitting, walking, standing, bending, and lifting/holding/carrying objects of up to 40 pounds. Ability to enter and access information using a computer.

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800  
Telephone 517.887.1440 • Toll Free 1.800.405.9141  
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- Must be able to communicate effectively with participants, other volunteers, and vendors in person and over the phone.
- Sensory requirements include exposure to uniform temperatures, conversational noise levels, and everyday office activities.

**Health Insurance Portability and Accountability Act (HIPAA):**

All volunteers who have access to protected health information or personally identifiable information, are required by the HIPAA Privacy and Security Rule to receive training so that they have an understanding and knowledge of the Privacy and Security Rule that corresponds to their duties. Training on the requirements of the HIPAA Privacy and Security Rule and the policies and procedures is a prerequisite for this position. Employees and volunteers who violate the requirements of the HIPAA Privacy and Security Rule will be subject to discipline up to and including losing volunteer privileges.

**Reports to:**

Person in Charge

**Volunteer Location:**

Varies

**Base Work Schedule:**

Flexible. If volunteering on an event day, shifts are customizable.

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Volunteer Signature

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Date

**TCOA is an Equal Opportunity Employer**

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