



# Under the Willow Tree Rescue Inc.

## Event Coordinator

### Voluntary based role available with Under the Willow Tree Rescue!

We're looking for help putting our regular stall events together, but don't worry you won't be alone! Along with a large team of helpers, we're looking for someone to drive and organise our events when you can, and help set up, run our event activities and pack away.

We know events can be stressful, which is why you will be fully supported throughout!

#### Details:

- Working closely with others to organise events on a regular (monthly) basis, including location, set up, activities and pack away. Our stalls only take up 1-2 tables with a pre packed stand of sale items, along with any other items you feel are needed.
- Processing sales, cash handling and a record keeping of sales during events to track opportunities for future fundraising (all recorded through Square).
- Highlight need for supplies used for events, including documents for the rescue, sale items and home crafted items.
- Advertising of upcoming events via social media, webpage and other relevant platforms and keeping the organisation up to date if you need support!
- Spreading awareness of the rescue organisation during events, working towards raising funds, education and support for the organisation.
- Ensuring the correct management of the organisation's public liability and certificate of currency.
- Ensuring the safe and secure keeping of all rescue property before, during and after any events.

#### Requirements:

- Access to Facebook, Emails and Google Drive.
- Regular communication if you need any support.

#### Estimated Time Per Month:

- We're looking for one event per month, and we're happy to help you throughout it all!

#### Benefits of Volunteering:

- Constant support throughout!
- No prior experience needed!
- Ability to join our Committee and have your say on the way the rescue is run!
- Great rescue culture, where we all support each other!

Under the Willow Tree Rescue Inc.

Safety and Sanctuary for Rabbits, Guinea Pigs, Birds and other Exotic Animals  
Perth, WA

ABN: 64931252690

Charity Collection Licence: CC23711

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