



Under the Willow Tree Rescue Inc.

Misc Event Coordinator

Voluntary based role available with Under the Willow Tree Rescue!

We're hoping to put together some big events in the future, but need some help! Pub quizzes, game nights, hosted events, parties, fun runs, they're all on the cards - we're just needing someone who's up organising memorable events to help raise funds for our animals in rescue! But don't worry, we know events can be stressful, which is why you won't be alone as support is available throughout!

Details:

- Working closely with others to organise misc larger events once or twice a year.
- 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.
- 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 events once or twice a year, so whatever time you need, 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

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Charity Collection Licence: CC23711

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