



# Volunteer Job Description Form



Today's Date:

- Department/Organization: **Sacred Heart Center, Sacred Heart Church**
- Event: **Dia de la Musica, Festival 2017**
- Website: <http://shcrichmond.org/en/dia-de-la-musica/>

Volunteer Job Title:

- **Event Coordinator(s)**

Work Site Location(s):

- 1400 Perry Street, Richmond, VA 23224

Volunteer Job Duties:

- Works on event day on set up, logistics and close up to ensure the event's success.

Skills Required:

- Highly motivated, good organizational skills, strong communication skills, experience with event planning is helpful. Bilingual English/Spanish a plus, but not required.

<u>Project Date(s)</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
Sunday, May 21 <sup>st</sup>	8:00 a.m.	4:00 p.m.	15

Contact Person(s):

Contact E-mail:

Contact Phone:

1. Tanya Gonzalez [tanya\\_gonzalez@shcrichmond.org](mailto:tanya_gonzalez@shcrichmond.org) (804)230-4399 x 7
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