

## World Environment Day 2020 Volunteer Role Guide

Role	Starting	Volunteering during event?	Description
Design	February 2020	N	Graphic design for communications and event materials
Auction sponsor outreach	March 2020	N	Call companies asking them to provide items for the auction
General sponsor outreach	February 2020	N	Call companies asking them to sponsor the event
Promotion	March 2020	N	Help promote the event over social media and using connections
Assistant volunteer coordinator	3 June 2020	Y	Help lead organiser to recruit and manage volunteers
Auction helper	6 June 2020	Y	Help our Auction Coordinator with auction at the event
Logistics assistant	6 June 2020	Y	Help with logistical issues that come up, solving problems and coordinating with others
Driver	6 June 2020	N	Drive things from office to museum and back (inc. auction items)
Table host (note: many volunteers required)	6 June 2020	Y	Host to set of tables, telling them about Conservation Council and encouraging donations. Help with the start of packup.
Photographer	6 June 2020	Y	Take photos + upload them, preferably has own camera

Note: all volunteer shifts equate to roughly 8 hours of work, with hours during the event weighted as two hours.

Also note: depending on your skill set you may be offered a role that differs from these slightly.

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