



## Event Volunteer

This volunteer role helps organise various events including social events, workshops, Pride events and other events. TransFolk of WA is all about community building, so our events volunteers are essential team members in our operation!

What you'll be doing:

- Planning events
- Collaborating with other volunteers
- Researching appropriate venues and making bookings
- Helping out at events with things like setting up the space, organising food or greeting people at the entry
- Other tasks as needed

Other tasks might include:

- Filling out an event proposal form
- Considering and planning for accessibility of the event
- Contacting suppliers for donations
- Writing up information about the event for a social media post
- Managing online tickets
- Picking up event supplies
- Selling merchandise at the event
- Chatting with people at the event about TransFolk of WA
- Cleaning up at the end of an event

Skills, experience and qualities needed:

- Teamwork and collaborative skills
- Good communication skills
- People skills such as: friendliness, open mindedness, willingness to 'listen' to what someone is saying
- Accepting and understanding of trans and non-binary people's experiences
- Experience with organising and running events is very useful, but isn't a requirement!

Time Commitment:

Time commitment for this role changes throughout the year depending on if an event is approaching. This role needs a commitment of 2-5 hours a fortnight. Depending on the length of an event, more time may be needed. E.g. helping out with a stall at a fair that could run all day.

Other information:

You will need:

- A device with internet access (e.g. a computer or phone) – this is for engaging with the TransFolk team and completing event planning.
- A Working with Children check (TransFolk of WA can help you obtain the check)



This role is performed from your own home or device. There isn't a physical building that you would volunteer out of (events would be booked at venues though).

Support Offered:

You'll receive an induction into volunteering with TransFolk of WA. The Volunteering Coordinator or a supervisor will be the point of contact re volunteering responsibilities and commitments.

Benefits of the role:

- Sense of satisfaction knowing you've helped create and run an event for the community
- Building connection, networks and friendship with other volunteers who are also passionate about supporting the trans community
- Opportunity to undertake TransFolk of WA trainings
- Opportunity to learn from others doing event volunteering

What to do if you're interested:

Head to the TransFolk of WA website and complete the volunteer expression of interest online form.

The form will ask for:

- Your contact details
- How you identify (as a peer organisation this is relevant)
- A paragraph outlining why you're interested in the role
- A paragraph responding to the information in this role description
- Information on your skills