



Leave Out Violence

*Leave Out Violence (LOVE) BC is a unique, long-term violence prevention program. Victims, witness and perpetrators undertake multi-media and leadership training to develop the positive life skills, sense of belonging and critical thinking that enable them to analyze causes of and alternatives to violence. Through LOVE, youth see impact they have on others: youth choose to use their voice to educate themselves, their peers and our communities.*

**LOVE BC ~ CHANGING YOUTH VIOLENCE INTO YOUTH VOICE**

## Volunteer Position Description

<b>Position title:</b>	<b>Event Planner</b>
<b>Purpose of the position:</b>	To provide event planning support for all fundraising, community awareness and stewardship events that Leave Out Violence (LOVE) BC embarks on.
<b>Responsibilities &amp; activities:</b>	Responsibilities include: creating strategic plans, critical path, timelines & goal outcomes for each event; being responsible for recruiting volunteers as required; arranging locations, food and logistics for events; documenting the process for future references; overseeing the day of event.
<b>Skills, experience, qualifications required:</b>	Previous experience in event planning and coordination is recommended. An interest and ability to communicate the work LOVE does in order to build events that fit LOVE's mission is desired. Volunteer should also be willing to mentor and work with LOVE youth, and to share their event planning & coordination skills.
<b>Personal traits / qualities desired:</b>	Volunteers should have the ability to see the full picture as well as the details of the event and be self-motivated, positive, out-going, creative, enthusiastic, and very well organized. An interest in empowering youth towards non-violence, and the desire to develop a passion for the Leave Out Violence (LOVE) programming is also important.
<b>Orientation &amp; training:</b>	Orientation to Leave Out Violence (LOVE)'s past events, organizational structure and programming will be given; An on-site visit to the programs would be available; An outline of LOVE's intended events over the next fiscal year will be discussed with the Executive Director.

<b>Support, supervision &amp; evaluation provided:</b>	This position will support, and be supported by, both LOVE's Volunteer Committee as well as the Executive Director.
<b>Time commitment:</b>	To be defined by what events LOVE plans; Expectation would be for one large event and a number of smaller events to happen each year; To be discussed with Executive Director; Minimum one year commitment.
<b>Working conditions:</b>	Can be done from home or arranged to work part-time on-site
<b>Benefits to volunteer:</b>	In working on the Leave Out Violence (LOVE)'s Events you will gain teamwork skills, event planning experience, and working for a non-profit organization experience, as well as working with youth in creating an event that is fun for the public, and a lasting legacy for youth who have been affected by violence, and help in building a resume
<b># Volunteers Required</b>	4 - 5 volunteers
<b>Screening measures:</b>	Criminal Record Check (mandatory for working with youth); Past event planning experience would be asset; Resumé.