

# Volunteer @



**SAN DIEGO GREEN BUILDING COUNCIL**

## **Volunteer Role: Educational Events Volunteer**

The San Diego Green Building Council hosts a number of monthly educational events: Lunch and LEEDs, GreenMeets, education workshops and more. We look for enthusiastic volunteers who are interested in supporting our efforts to bring educational opportunities to our community. Volunteers will have the benefit of joining the event free of charge and enjoying networking opportunities.

### **Sample Responsibilities:**

#### Pre-event tasks

- Coordination of food and beverage
- Assist with social media posts and outreach about upcoming event
- Pick up materials needed for the event
- Printing name tags
- Preparation of the event check-in list.

#### On-site tasks:

- Event set up (registration table, promotional materials, etc.)
- Assist with guests check in and registration
- Take photographs of guests and event details
- Guest assistance
- Event clean up

#### After event tasks

- Write social media post and newsletter update from the event
- Reconcile registration

### **Time commitment:**

Depending on the event, between 3-5 hours

### **Useful Skills:**

- Enthusiasm and interest in sustainability and nonprofit
- Good customer service skills and interpersonal skills
- Ability to follow direction

### **Prerequisite:**

- Attend volunteer training at the San Diego Green Building Council.
- See <http://usgbc-sd.org/Volunteer> for the upcoming training session

### **About San Diego Green Building Council**

The San Diego Green Building Council is the USGBC Chapter and Living Building Challenge Collaborative for San Diego County. Our mission is to inspire, educate and collaborate within our community to transform our built environment toward true sustainability. We envision that our buildings and communities will regenerate and sustain the health and vitality of all life within a generation.

Learn more at: <http://www.usgbc-sd.org>.

### **Interested?**

Visit <http://usgbc-sd.org/Volunteer> and fill out application form or call our office at 858-357-0311