

# Service Opportunity

## Parish Events Team

**Position Title:** Parish Event Team Member

**Reports to:** Events Coordinator Ana Bohmann

**Scheduled Shift:** Varies

**Length of Commitment:** Open

**Location:** St. Mary Campus (usually Marian Hall and/or Ave Maria)

**Position Duties:**

- Help with set up and/or clean up
- Be welcoming to those who attend events
- Help make the event run smoothly

**Details of Position: (HOW)**

- Connect with Ana Bohmann to see what events you are able and willing to help with.
- Arrive early to set up and/or stay late to clean up. You will know what time the event starts and when you should be there.
- You will be using the hospitality closet to set up for events.
- Place items back in their designated areas of the hospitality closet once done.
- If cleaning at the end of the event: make sure everything is put away, trash is taken out, all doors are locked, and all lights have been turned off if you are the last event for the evening.