

Division/Department	University of Washington Retirement Association		
Location	Gerberding Hall, Main Campus, or as designated		
Job Title	Special Projects Volunteers		
Reports to	Pat Dougherty	Title	UWRA Director

Job Type	As Needed Volunteer Position	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours vary per job assignment. From 1-2 hours total and to several hours per day over several days. Overall assignments are short-term.
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GENERAL DESCRIPTION

Join a list of volunteers potentially available for short-term special projects or events. Work when you are available, on an as-needed basis, for a variety of jobs such as

- greeting and directing attendees at events
- preparing event venues or setting up equipment
- handling check-ins for registered guests
- giving directions
- guiding tours
- staffing UWRA-sponsored booths at University events/fairs
- delivering items for events
- representing UWRA or UW at affiliated events.

REQUIRED SKILLS

Special Projects Volunteers can handle an hour or more of time at one location (standing or sitting), walking distances (ex.: across campus), climbing stairs and carrying some items while mobile.

- Excellent “customer service skills” required for this job: good communications skills and receptive attitude toward all ages
- Good mobility
- Ability to adapt
- Ability to multitask if needed
- Ability to work independently