



## Doylestown Presbyterian Church

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**Volunteer Job Title:** Memorial Day Picnic Hospitality Volunteer

**Reports To:** Mary Lee Reiff and Nancy Roe, Event Leaders

**Time Commitment:** Volunteers are of two general types – those who assist with advanced planning and those who help carry out the event. Those who assist with planning can expect to participate in a 60- to 90-minute kick-off meeting, as well as devote two to four hours per month during April and May, coordinating with DPC's event leaders. Those volunteers who assist with the implementation of the event on Memorial Day can choose the extent of their time commitment, based on the area or areas in which they would like to help.

**Purpose:** The purpose of this role is to extend hospitality to the greater Doylestown community and increase awareness of Doylestown Presbyterian Church through the sharing of food, beverages, and fellowship at the annual Doylestown Memorial Day Parade. Approximately 1,000 guests are served annually at this event.

**Duties:**

*Planning volunteers:*

- Planning volunteers work alongside DPC's event leaders to plan and organize for the day of the event and may be involved in such tasks as ordering supplies, garnering donations, and assembling the volunteer roster.

*Event volunteers:* Event volunteers can choose to help in a number of ways:

- Indoor and outdoor set-up, including decorations
- Purchase or preparation of food and beverages to be distributed at the picnic
- Food service
- Indoor and outdoor cleanup
- Hospitality/greeting at the front door for those who wish to use our restroom facilities
- Hosts/hostesses for sanctuary tours
- Hosts/hostesses for the graveyard

**Requirements and Training:**

- Participation is open to all.
- No specific training is required, and the points of contact for the event provide any needed direction.
- Volunteers may wear a DPC t-shirt, which are available for purchase from the office.

**To Volunteer:** To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at [chris@dtownpc.org](mailto:chris@dtownpc.org).

***Be a bridge for Christ and a beacon of His love.***