



KNOX AREA RESCUE MINISTRIES

Restoring Lives In Jesus' Name

KARM Volunteer Position Description

Title: Special Event-Community Outreach Coordinator

Reports to: Director-Special Events

Purpose/Overview: Support the planning and execution of KARM's fundraising events throughout the year. Many of our events require sponsorship and/or donations from the community to help gain the public's support of the event as well as gain the monetary support of businesses and organizations through sponsorships and product donations.

Responsibilities:

- Complete telephone calls to make new connections (can be done at KARM's offices or from volunteer's home).
- Attend event meetings with a KARM representative or attend solo and represent KARM to promote specific event.
- Serve on event committee.

Time Commitment: Varies per event

Qualifications:

- Relationships with area businesses and organizations (advantage would be having the connection with the key decision makers, i.e., marketing and special event managers/directors)
- Great PEOPLE skills!
- Good communicator (telephone and in person)
- Good organizational skills and attention to detail
- Interest/experience in specific events; for example, someone who is connected with the golf community and could provide suggestions and potential players and sponsors for the KARM Golf Classic. Other events include the Radiothon on Newstalk 98.7, the Knoxville Dragon Boat Races, and KARM 5K.

Training/Preparation:

- KARM Volunteer Orientation
- On-the-job training with Event Director to understand specific KARM event(s), their goals, objectives, etc. Time will vary depending on event.

Interested in this position? Click [here](#) register to attend the next KARM Encounter to learn more about KARM and for more information on how to apply.