



Volunteer Position Description

Date: July 14, 2015

Company: Luke's Wings, Inc.

Location: 1054 31st Street, Canal Square, Suite 540, Washington, DC 20007

Phone: 202-735-5694

Website: www.lukeswings.org

About Luke's Wings:

Luke's Wings is a 501c(3) organization. Our Wounded Warrior Transportation Assistance Program (W.W.T.A.P.) is a program dedicated to support service members who have been wounded in battle. Recognizing the immediate need for families to be with their loved ones at such a difficult time, Luke's Wings provides families with the means to visit during the injured warrior's recovery and rehabilitation.

Volunteer Summary:

Luke's Wings is seeking an Event Coordination Volunteer to assist in planning and carrying-out events. Volunteers will help with any event administration assistance at our headquarters in Washington D.C. with responsibilities including, but not limited to, event prep, working events and event clean up.

Key Responsibilities:

- Event prep:
 - Organizing and overall event planning
 - Soliciting donations from corporate sponsors
 - Heavy lifting
 - Social media assistance
- During events:
 - Assisting with event setup
 - Engaging with event-goers
 - Completing necessary tasks
 - Assisting with event closing
 - Assisting with event clean up

Reports To:

Lindsay Gill – Executive Director of Business Development

Jenn Margerer - Executive Director of Family Communications and Logistics

Liz Mizell – Director of Corporate Sponsorship



Time Commitment:

Time commitment determined by the length of the event. We would require service beginning two hours prior to the event start time and ending two hours after the event concludes.

Qualifications:

- Must have working knowledge of social media outlets
- Ability to communicate effectively with event guests and potential donors via phone and in-person
- Ability to lift heavy objects
- Developed organizational skills

**No prior Luke's Wings knowledge required

Support Provided:

Administration support will be provided throughout event planning and actual events.



VOLUNTEER DISCLAIMER

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event. I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event. In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event.

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise. I acknowledge that Luke's Wings and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of Luke's Wings. I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

(C) THERE WILL BE NO compensation for your time and work while volunteering for Luke's Wings, Inc. require all our staff members and volunteers to practice professionalism and respect in every work-related activity. Be particularly careful to avoid situations where personal gain may influence a work-related situation or relationships that might influence or affect your judgment on the job.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

PARENT / GUARDIAN WAIVER FOR MINORS (Under 18 years old)

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity, has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above. The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

**Print Participant's Name, Age, Phone Number, Signature of Parent or Guardian, Date
If participant is under 18 years old Parent or Guardian must also sign.**

Print Participant's Name _____

Signature of Participant if above 18 years _____

Signature of Parent (If Participant is below 18 years) _____

Date _____