



Citizen Action Network Event Host

CAN Mission Statement:

To connect, equip, and empower citizens to champion their rights and fulfill their duties as people in a free society.

Description:

The role of the CAN Event Host is to provide an excellent venue in which to hold CAN Classes and ensure that the practical aspects of the class run smoothly.

Goal:

CAN Classes are an important function of the Citizen Action Network. They serve to equip Washingtonians with the knowledge and skills they need to have the greatest impact possible as involved citizens. In order to provide an atmosphere of excellence and quality, CAN relies on volunteers to setup, tear down, and help the class experience flow appropriately.

Primary Responsibilities:

- 1) Handle the setup and tear-down responsibilities for each event.
- 2) Purchase, prepare, and serve refreshments (if none are provided by the venue).
- 3) Setup the EFF informational table and serve as the greeter to class attendees.
- 4) Assist the class instructor in any way necessary to make the class run smoothly.

Qualifications:

- 1) Must have experience running small to medium size events
- 2) Must be friendly and welcoming
- 3) Must be able to be available to serve at least 4-5 times per year
- 4) Must possess a food handlers permit or be willing to obtain one
 - a) <http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodWorker.aspx> (you can find your county's page through this link - look in the bottom right)
 - i) CAN will reimburse you the \$10.00 fee
- 5) Must be able to front the cost of class materials and refreshments (EFF will reimburse these costs within 2-4 weeks of their incurrence, pending prior approval)

Supervision:

CAN Class Hosts report to and work with the CAN Class Coordinator.

Benefits:

- 1) Subscription to a select monthly email list, designed specifically for CAN volunteers. This email will contain tips, ideas, special materials, news, and other helpful information to help you succeed in your role.
- 2) Playing a vital role in making our CAN classes excellent. These classes provide critical information and skills training necessary for having an informed and effective citizen base throughout our state.