ROLE DESCRIPTION · VOLUNTEER OPPORTUNITY

Event Volunteer

Joins the team on event days to welcome guests, support sessions and help the gathering run smoothly.

ENGAGEMENT	AREA	REPORTS TO	LOCATION
Volunteer, per event	Volunteer	Event lead for each gathering	Nairobi, Kenya, and event locations

About the role

Volunteers are part of the team that makes each gathering work. You help with registration, ushering, sessions and logistics, gain hands-on event experience and meet people across sectors.

What you will do

- Attend the volunteer briefing before each event.
- Support registration, ushering, information desks and guest flow.
- Assist session rooms, speakers and the production team as directed.
- Help with set-up and close-down.
- Represent The Gathering & Co. courteously and follow your lead's instructions.

What you bring

- Reliability and punctuality.
- A friendly, helpful attitude and willingness to learn.
- Availability for the briefing and the full event day or shift.
- Respect for guests' privacy and for the rules of engagement.

Good to have

- Previous volunteering at events, conferences or campus activities.
- Additional languages.

How we work together

Volunteers are confirmed per event. Before each event you receive a briefing with your shift, location, responsibilities and lead. Volunteering is unpaid and does not create employment; where we cover meals or transport for a shift, we say so in the briefing.

Everyone who works with us follows our Rules of Engagement:
thegatheringandco.online/downloads/roles/rules-of-engagement.pdf

How to apply

Go to **thegatheringandco.online/work-with-us**, choose **Volunteer** as your area and tell us about your experience and availability. Include a portfolio or LinkedIn link if you have one. You can also email **info@thegatheringandco.online** with the subject "Event Volunteer".