Vivekananda Institute of Professional Studies- Technical Campus

Location: VIPS-TC Campus, New Delhi
Position Type: Volunteers
Event Date: 13th October, 2023

Position Overview: Aanandam- Centre of Happiness and Well-Being at VIPS-TC is actively searching for committed and dedicated volunteers for a session on, *"Financial Wellness and Happiness"* on 13th October 2023. The event aims to create awareness about the importance of financial literacy and planning among students, staff, and faculty members, and is being organized in collaboration with Be-Artsy.

Key Responsibilities:

1. Event Management: Help with crowd management and discipline while ensuring a smooth flow of attendees. Assist in coordinating logistics, such as seating arrangements and management. Be proactive in addressing any on-site issues or emergencies.

2. Hospitality: Welcome guests and attendees with a warm and friendly attitude. Provide information and assistance to students and guests as needed. Ensure guests and participants are comfortable and have a positive experience throughout the event.

3. Team Collaboration: Work collaboratively with fellow volunteers and event organizers. Follow instructions from the event coordinator and team leaders. Maintain a positive and respectful attitude towards all guests, team members and attendees.

4. Social Media and Promotional Activities: Volunteers need to shoot, edit and create reels of the event, and also create a promotional strategy for the event.

Qualifications:

- Currently enrolled as a student at VIPS-TC.

Remuneration:

Please note that this volunteer position is unpaid in monetary terms and will be compensated in kind for their dedicated service. In addition to the valuable experience gained and the opportunity to contribute to a prestigious event, volunteers will receive certificates of participation, networking opportunities, and refreshments.

VIPS-TC is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. VIPS-TC is dedicated to creating a diverse, inclusive, and equitable campus environment. Application does not ensure internship or job placement, and there is no guarantee of permanent employment.