

**Florida Hospital Church Justice Ministries  
Volunteer Description**

**Position Title:** From Outside In Event Coordinator

**About the Organization:**

From Outside In (FOI) is a mobile boutique that allows youth, ages 12-21, to shop for new and gently used clothes completely for free. We understand that some families, who are in need of resources, find it hard to travel to get the services that they need – that is why FOI goes to the youth or the organization that is in need. FOI believes that every youth should feel confident. We understand that adequate clothing can help boost a youth’s confidence at school, in the community and eventually in the workforce.

**Event Coordinator Description:**

The Event Coordinator is responsible for ensuring that all aspects of the From Outside In event are coordinated. The Event Coordinator works closely with the donation, set-up, and laundering coordinators, to ensure that a successful event is planned.

The Event Coordinator’s Responsibilities include:

- Attending quarterly FOI meetings
- Working closely with the FOI team prior to events
- Ensuring that partner organizations are aware of how the FOI event process goes
- Working closely with partner organizations prior to the event to ensure that the event is promoted and organized properly
- Working with the donation, set-up and laundering coordinators to make sure that all supplies and clothes needed prior to the event are in place
- Working closely with the volunteer coordinator to ensure that there are sufficient volunteers
- Working closely with the Executive Director to go over all aspects of the event
- Helping with outreach
- Creating a full day-of timeline for each event

**Time Commitment:**

This is an internship position. Please commit to volunteering at least 1 semester, or 3 months, for 15 hours a week.

**Are you interested in this position?** If so, please contact Krizia at [Kriza@fromoutsidein.org](mailto:Kriza@fromoutsidein.org) for details on how to get started and next steps.

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Name

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Signature

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Date