

## Volunteer Job Description

**Title:** Movie Night Host  
**Report to:** Movie Night Coordinator  
**Trained by:** Movie Night Coordinator  
**Shift:** 3 hour shift, once a month  
**Schedule:** 6:30pm to 9:30pm, one Friday per month  
**Minimum Commitment:** 3 months

**Job Summary:** Welcome people to Movie Night, introduce the month's theme and that evening's movie, and facilitate a brief group discussion about the movie.

### Duties and Responsibilities:

- Before Movie Night, obtain a DVD of the movie scheduled for the evening you are hosting (based on a schedule provided by the Movie Night Coordinator)
- Open the Center;
- Put out any snacks that are in the Movie Night box;
- Setup the DVD, make sure the sound & picture are working properly
- Shortly after 7pm, read a brief opening script to welcome people to the Center, explain the location of bathroom & drinks, introduce the month's theme and that evening's movie
- Play the movie
- After the movie, lead the group in a brief discussion of how the movie related to the month's theme and how it might apply to our own lives; create a comfortable, fun, and safe environment for all community members;
- Point out the donation box if anyone wants to contribute
- Close the Center.

### Knowledge, Skills, Equipment and Abilities:

- Excellent communication skill and experience dealing with the public;
- Comfort working with all members of our diverse community;
- Basic ability to facilitate a group discussion that encourages everyone to contribute