

## Volunteer Position Job Description

**Job Title:**

Back to School BBQ Coordinator

**Purpose:**

To plan and oversee all aspects of the Back to School BBQ.

**Location:**

Crescent Park School.

**Key Responsibilities:**

- Schedule and plan BTS BBQ in concurrence with the Meet the Teacher Night organized by School Administration
- If desired, source and hire external BBQ service company,
- Or determine plan and needs for Crescent Park parents to run BBQ themselves
- Liaise with school administration to schedule & approve plan as needed
- Communicate event details to families including creation of order forms
- Collect order forms and payment for food
- Ensure any external vendors are paid
- Purchase any supplies and food needed for the event
- Follow PAC money handling guidelines
- Ensure safe and sanitary food handling guidelines are followed at all times and that a minimum of 1 person volunteering at the event holds a valid Foodsafe certificate
- Be onsite to run event
- Other duties as required to run event

**Reports to:**

PAC Executive

**Length of Appointment:**

August - September

**Time Commitment:**

A few hours a week leading up to the event to plan and organize. On-site day of event to help with coordination and execution.

**Qualifications:**

Ability to liaise with vendors, PAC, school administration and volunteers.

**Support:**

PAC Executive, Volunteers