

## Volunteer Position Job Description

**Job Title:**

FUN FAIR Communications Lead

**Purpose:**

Oversee all aspects of Communications Plan for Fun Fair Project

**Location:**

Home, School

**Key Responsibilities:**

- Develop Communications Plan for all signage, emails and website communications
- Updates all posters, vouchers, site maps
- Gains approval for communication plan from Principal and PAC Chair

**Reports to:**

FUN FAIR Coordinator

**Length of Appointment:**

MARCH – JUNE

**Time Commitment:**

March – April – a few hours a week to develop Communications Plan  
April – a few hours a week to update signage  
May/June – increasing hours especially in last two weeks before Fun Fair  
March – 1<sup>st</sup> team meeting  
April – 2<sup>nd</sup> team meeting Approve Communication Plan, update signage  
May – rollout communications plan, prize stuffing night  
June – manage pre sales, set up fair, be onsite for full day for fair, debrief and submit final costs day after

**Qualifications:**

Ability to use word processing software, email.  
Experience in communication, marketing or public relations an asset but not required.

**Support:**

Current FUN FAIR Coordinator and past Communications Lead are available to advise as necessary.