

Volunteer Position Job Description

Job Title:

FUN FAIR Coordinator

Purpose:

Oversee all aspects of Fun Fair Project

Location:

Home, School

Key Responsibilities:

- Manage Budget – arrange payments
- Book all vendors
- Oversee all planning
- Coordinates Resources
- Central point of contact for PAC and Principal
- Overall responsibility for entire event

Reports to:

PAC

Length of Appointment:

FEB – JUNE

Time Commitment:

Feb – April – 4 – 10 hours per week to book vendors, plan event and get team in place
May & June – increasing hours especially in the last two weeks before the fair.
Feb – Book Vendors
March – 1st team meeting
April – 2nd team meeting
May – confirm vendors, 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:

Experience organizing events, managing projects or volunteers is preferred but not required.

Support:

PAC exec and previous Coordinator are available to advise as necessary.