

Volunteer Position Job Description

Job Title:

FUN FAIR Prize Lead

Purpose:

Provides appropriate prizing for stations to ensure a successful Fun Fair.

Location:

Home, School

Key Responsibilities:

- Works within budget provided by Fun Fair Coordinator
- Inventory left over prizes
- Order new prizes online or locally
- Ensures broad spectrum of prizes for each age group/gender
- Source station specific prizes
- Sorts and prices prizes
- Sets up and manages prize booth day of fair
- Inventory and packs up remaining prizes at end of day

Reports to:

FUN FAIR Coordinator

Length of Appointment:

MARCH – JUNE

Time Commitment:

March – 1st team meeting
April – 2nd team meeting, inventory previous year prizes, prize order
May/June – increasing hours especially in last two weeks before Fun Fair
May – prize stuffing night, sort and price prizes
June – manage pre sales, be onsite for full day for fair, day after lessons learned and pack up remaining prizes

Qualifications:

Ability to source prizes online or locally.

Support:

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