

Volunteer Position Job Description

Job Title:

FUN FAIR Site Set-Up Lead

Purpose:

Sets up and takes down entire Fun Fair site.

Location:

School

Key Responsibilities:

- Electrical/Facilities understanding a must
- Plans ahead for any power or water requirements for site
- Ensure appropriate power supplies and cords are available
- Reviews any site specific changes to coordinator and Principal for approval

Reports to:

FUN FAIR Coordinator

Length of Appointment:

MARCH – JUNE

Time Commitment:

March – 1st team meeting
April – 2nd team meeting,
May/June – increasing hours especially in last two weeks before Fun Fair
May – prize stuffing night, confirm site requirements
June – pre sales, set up, be onsite for full day for fair, day after lessons learned

Qualifications:

Electrical and Facilities understanding.

Support:

Current FUN FAIR Coordinator and past Site Set Up Lead are available to advise as necessary.