

Volunteer Position Job Description

Job Title:

FUN FAIR Station Coordinator

Purpose:

Ensures Stations are complete and ready to go.

Location:

Home, School

Key Responsibilities:

- Confirm stations to be included in Fair
- Create concepts for any new stations
- Lead decisions to retire stations
- Confirm signage for each station – Poster, Buckets, Volunteer Instructions, Prize details
- Pull out and inventory all equipment
- Lays out site map
- Creates set up plan for Friday night, morning of and take down

Reports to:

FUN FAIR Coordinator

Length of Appointment:

MARCH – JUNE

Time Commitment:

March – 1st team meeting
April – 2nd team meeting, Finalize stations
May/June – increasing hours especially in last two weeks before Fun Fair
May – prize stuffing night, inventory equipment – update signage & rules,
June – pre sales, set up, be onsite for full day for fair, day after lessons learned

Qualifications:

Ability to communicate and work with volunteers.

Support:

Current FUN FAIR Coordinator and past Station Coordinator are available to advise as necessary. PAC Volunteer Coordinator and Fun Fair Volunteer Coordinator may help with volunteer recruitment.