

Volunteer Position Job Description

Job Title:

Grade 7 Grad Grad Celebration Team Leader

Purpose:

Oversee all aspects of Grade 7 Graduation Celebration

Location:

Crescent Park School

Key Responsibilities:

- Recruit and supervise volunteers
- Oversee decorations and food.
- Source vendors as required
- Work with Principal and staff to develop Graduation Ceremony Program
- Arrange pick up and return of donated items i.e. chairs etc.
- Work with Grade 7 Grad Committee Chairperson to determine requirements and protocols
- Produce report to Chairperson on lessons learned

Reports to:

Grade 7 Grad Committee Chairperson

Length of Appointment:

One month

Time Commitment:

- A few hours a week to plan and organize event and source vendors, volunteers etc.
- Increased hours leading up to event
- On-site before and after event for set up and take down
- On-site during event

Qualifications:**Support:**

PAC Volunteer Coordinator can help with recruiting volunteers