

Volunteer Position Job Description

Job Title:

Movie Night Coordinator

Purpose:

Plan and oversee all aspects of Movie Night(s)

Location:

Crescent Park School

Key Responsibilities:

- Schedule and plan movie night
- Liaise with school administration to schedule fundraiser(s) & approve appropriate movie choice
- Communicate events to families
- Prepare food vending
- Coordinate movie viewing hardware, software & licensing or user costs
- Collect ticket & food fees and submit report to PAC
- Follow PAC money handling guidelines
- Ensure any licensing costs or vendors are paid
- Be onsite to run event
- Other duties as required to run event

Reports to:

PAC, Principal

Length of Appointment:

As needed, school year

Time Commitment:

- A few hours a week to plan and organize each event
- On site day of event to help with coordination

Qualifications:

Experience organizing events, or volunteers is helpful but not required.

Support:

Movie Night Coordinator is supported by the Movie Night team of volunteers.