

Volunteer Position Job Description

Job Title:

SPRING FLING Decorating Team Leader

Purpose:

Oversee the decorating of the Spring Fling Event

Location:

Spring Fling event location

Key Responsibilities:

- work as part of the Spring Fling organizing committee to source and install decorations at Spring Fling venue
- determine décor needed and source vendors
- install décor day of event
- clean up after event
- keep record of expenses and submit to PAC

Reports to:

Spring Fling Chairperson

Length of Appointment:

Feb-April

Time Commitment:

Be available for team meetings as required. Be on site for installation prior to event and for clean up afterwards.

Qualifications:

Experience with organizing events helpful.

Support: