

Volunteer Position Job Description	
Job Title:	
	Spring Fling Coordinator
Purpose:	
	Oversee all aspects of Spring Fling Project
Location:	
	Home, School
Key Responsibilities:	
	<p>-Work with Spring Fling Team of Volunteers to do the following:</p> <ul style="list-style-type: none"> • Manage Budget – arrange payments • Source donations – set up displays and tables • Coordinate children’s art • Book all vendors • Book Entertainment • Oversee all planning <p>-Central point of contact for PAC and Principal</p>
Reports to:	
	PAC
Length of Appointment:	
	SEPT – APRIL
Time Commitment:	
	<p>Dec – 4 – 10 hours per week to book venue, entertainment, plan event and get team in place</p> <p>March – increasing hours especially in the last two weeks before the event.</p> <p>Jan – 1st team meeting</p> <p>Feb – 2nd team meeting</p> <p>March – finalize art, auction items, food, decorations, manage pre sales</p> <p>April – be onsite hours before event, take down, debrief and submit final costs day after, letters to sponsors and volunteers post event</p>
Qualifications:	
	Experience organizing events, managing projects or volunteers is preferred but not required.
Support:	
	Spring Fling Coordinator is supported by the Spring Fling team of volunteers.