

DRAFT

VOLUNTEER COORDINATOR

The volunteer coordinator acts as liaison between the Board and the volunteers of the TPF ensuring communication flows between each group. S/he provides the necessary supplies to allow the volunteers to perform their jobs. The volunteer coordinator assigns the volunteer jobs for each concert.

Duties:

1. Attend Board meetings.
2. Provide Volunteer Signup poster at each concert.
3. Arrange weekly volunteers for concerts.
4. Oversee volunteer orientation and performance.
5. Maintain list of volunteer pool.
6. Extend thank-yous and recognition to volunteers throughout the season, and especially at the end of the season.
7. Work with Membership Director to formulate ongoing volunteer pool from checked item on membership form.
8. Prepare yearly expense budget.
9. Turn receipts for refreshments to Gate at each concert and for supplies to Treasurer as needed.
10. The volunteer coordinator is responsible for overseeing the ordering of weekly refreshments and supplies for the concerts and tracking weekly refreshment consumption/gate tally and donation monies to project future usage.

Timeline:

1. Pre season
 - Prepare volunteer poster.
 - Solicit volunteers for the first concert at Board meeting in August and from volunteer pool.
 - Inventory supplies in TPF closet.
 - Discuss volunteer needs for individual concert venues with Booking and Sound Directors (ongoing throughout season).
2. Weekly
 - Inform volunteers and Board members of the roster of weekly House Manager, Emcee, volunteer staff and any special announcement items for that week.
 - Arrange and confirm weekly concert volunteers from signup list or the volunteer pool.
 - Inform Gate persons of the volunteers for Comp tickets at each concert by Thursday.
 - Ensure that the Goodrich cookie order is called into the bakery Thursday AM.
 - Attend weekly concert at 6PM with Volunteer Poster and orient/oversee volunteers or arrange for a replacement to do so if unable to attend the concert.
 - Track concert gate/refreshment usage and donation monies to project future needs.
 - Update volunteer pool list as new members enroll or visit our website to volunteer.

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3. Monthly

- Attend Board meetings as scheduled bringing volunteer concerns to the Board as needed.
- Inventory supplies for refreshments.

4. Yearly

- Extend thank-you recognition to the seasons volunteers.
- Submit projected expense budget in July.