



# ENTERTAINMENT TEAM LEAD

## VOLUNTEER POSITION DESCRIPTION

### **PURPOSE**

The Entertainment Team Lead organizes entertainment on route for Boogie the Bridge, provides direct support for the bands/musical groups chosen and organizes and ensures the route placement and any logistics (power/, generators etc.) needed for day of Boogie.

This position reports works closely with and reports to the Boogie Executive Director and the Boogie Committee and will have all the support required to be successful.

Please note that all applicants must be 19 years of age and older.

### **TIME COMMITMENT**

2 hours per month for Boogie meetings from January – March (can vary), and approximately 4 extra hour per some months as needed. Significant contribution during April and on the day of Boogie the Bridge from 6:00am – 1:00pm.

### **LOCATION(S)**

- Team meetings are at the Boogie the Bridge office (The Happyness Center downtown) or other locations as needed.
- Some work from home required.
- Meetings at various locations with other committee members as needed.

### **QUALIFICATIONS**

The successful volunteer will be skilled at and/or have the following skills:

- Some experience with Excel data entry, or a similar program
- Organized
- Pleasant manner
- Patience
- Be able to problem-solve
- Dependable
- Team-player
- Respectful of others
- Time management

### **OTHER**

- Dress Code: Boogie the Bridge attire (red clothing) for all scheduled meetings (a Boogie t-shirt will be provided).
- Criminal Record Check required (must be submitted with the application form).
- A confidential agreement must be signed (this will be provided upon successful application).
- A Boogie Handbook will be provided.