



FOOD & WATER TEAM LEAD

VOLUNTEER POSITION DESCRIPTION

PURPOSE

The Food & Water Team Lead ensures effective communication with food and water sponsors; organizes food and water for the Boogie Expo (Friday - Saturday Boogie weekend) and Boogie event day; ensures logistics for food supplies are completed and appropriate for needs; sets up all food & water for Expo and Boogie day; and works with the Volunteer Team Lead and charities for volunteers needed.

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. Approximately 4 hour per some months January - March. Significant contribution during April.

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:

- Comfortable with computers and email
- Some knowledge of excel spreadsheets or similar programs is helpful
- Effective and clear communication skills
- Outgoing and friendly
- Organized
- Pleasant manner
- Patient
- Problem-solving
- Dependable
- Team-player
- Respectful
- 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.