



Volunteer Position: Special Events Coordinator

Purpose: The position of Special Events Coordinator oversees and is responsible for the planning and implementation of the special event as scheduled accordingly on the club calendar.

Key Responsibilities:

- Planning and coordinating special events (e.g. Lantern Ski's, Snowfest, and Mabel Lake Tour) including food, volunteers, event details, schedule, where and why.
- Consult with the club and ensure the special event(s) aligns with the club calendar.
- Communicate and approach businesses about events for sponsorship (e.g. prizes or money)
- Ensuring enough volunteers help at events (e.g. baking, selling tickets, lighting candles)
- Advertise for the event (e.g. make posters and post around town)
- Volunteer time for events (e.g. putting candles in lanterns, lighting candles)

Length of Appointment: One year (minimum)

Time Commitment:

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May and prep time for each meeting to provide relevant communication regarding special events
- Time required to plan and coordinate events is variable and dependent on each event

Qualifications:

- Experience event planning and coordinating, communication skills to secure sponsorships and advertise events
- Organizational skills, ability to lead a team and work in a team environment.



Support: Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

Tasks:

- Advertise by making posters, email, post on social media and around town, communicate event details to Soo Finnish website
- Go to businesses to pitch the event and ask for sponsorship (communicate how the event will benefit the business by sponsoring) and pick up prizes for the event
- Call other businesses to provide any services necessary (e.g. catering or securing Mr. Bon Soo)
- Buy any supplies necessary, keep receipts and submit expenses to Soo Finnish (e.g. candles)
- Set up day of event (e.g. light candles)
- Email volunteers to confirm details, duties and times for event.