



CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: **Special Events Coordinator**

General Duties:

Currently to organize two major events in Citadel; Winter Gala held in January and the Stampede Breakfast in July

Winter Gala

1. come up with a date in late January (Saturday) and get it approved by the board
2. check to see that the rinks are prepped for skating (board members usually part of the ice making/cleaning crew)
3. prepare budget for event and get it approved by the board
4. purchase wieners, hot dog buns, condiments, hot chocolate, chips for approx. 300 people
5. on day of event; prepare hot chocolate (or find a volunteer), bring out bbq's from shed; find two people with propane to bring their tanks on the day of event; find a couple of long tables and cover with plastic (condiment table and prep table)
6. check with Parks and Rec to see if they have any "rink" type activities for the children
7. hook up some type of music
8. arrange games, hayrides, etc. weather permitting

Stampede Breakfast

1. date is always the first Saturday of Stampede from 9 am – noon
2. work on budget for event - come up with ideas for activities and get it approved by the board
3. past history is that we work with approx. 2000 people attending
4. book rental of griddles, tables and chairs (one year ahead)
5. book all approved activities (eg., hayrides, ponyrides, astrojumpers, clowns, DJ, etc.)
6. order food for planned # of attendees
7. come up with a list of required volunteers
8. be available to receive all goods prior to event
9. help with setup on day of event
10. help coordinate volunteers