



Volunteer Description - Ongoing Program Organizer

Work Location: Remote and onsite for meetings

Works with: Program Committee Chair

We are looking for a detail-oriented point person to lead a successful ongoing program at the Jacksonville Community Center (JCC). This volunteer will have a passion for bringing engaging opportunities to the Jacksonville Community. The program organizer’s responsibilities will include: managing the administration and logistics of an ongoing speaker, activity, or program, participating in the promotion and marketing of the events, and then managing logistics on the day of each event. This volunteer effort contributes to the success of the JCC by offering an ongoing program valued by the Jacksonville and surrounding communities.

Responsibilities and Duties:

- Coordinate with and gain buy-in from the Program Committee for the proposed ongoing program
- Coordinate the basics of the program with the presenter(s) or instructor(s), if not yourself (qualifications, general format, date, time, space and equipment required at JCC), as collected on the Program Information Form.
- Help with the marketing of the program which can include coordinating the program logo and flier information, and posting to social media or physical fliers
- Arrange for and complete any test-run of set-up and equipment and complete any required training
- Arrive early each day of the program and/or recruit help from other qualified people to handle all the required setup, cleanup, check-in of participants, introduction, lockup etc.
- Keep the Program Committee informed regarding the results of the program by completing the Program Feedback Form.

FAQs:

- **How many hours are expected each day/month/year?** It varies greatly depending on the program you are organizing. We ask for a 3 month time commitment.
- **Is there a specific time I will need to be present for?** Mainly Flexible times, depending on the ongoing program, and one scheduled meeting to present your idea to the Program Committee.

Qualifications & Requirements:

- The time to commit to the tasks required for the specific program you will be leading
- Willingness to manage the specific program for the agreed upon duration
- Dependability in carrying out tasks and commitment to the security of the JCC building and equipment
- Be willing to sign and abide by volunteer policies

What can I expect with this volunteer opportunity?

Solo Work	1	2	③	4	5	Collaboration
No Computer Skills	1	2	③	4	5	Highly Computer Literate
All at home	1	2	③	4	5	On site
Administrative	1	2	③	4	5	People-Oriented

Benefits to Volunteer:

- A personal interest in the program you will be leading and an enthusiasm for JCC’s success
- Satisfaction of being a part of a team offering community enrichment

FOR INFORMATION ABOUT THIS OPPORTUNITY: Email leahh@jacksonvillecommunitycenter.org

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