



Volunteer Description - Short Term Program Organizer

Work Location: Remote and onsite for programs

Works with: Program Committee Chair

We are looking for a detail-oriented point person to lead a successful 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 a speaker, activity, or short term program, participating in the promotion and marketing of the event, and then managing logistics on the day of the event or events. This volunteer effort contributes to the success of the JCC by offering a program valued by the Jacksonville and surrounding communities.

Responsibilities and Duties

- Fill out a brief application, volunteer agreement, and background check.
- Coordinate with and gain buy-in from the Program Committee for the proposed 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) and complete the Program Information form by the required date
- 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 the day of the program and recruit help from other qualified people to handle all the required setup, cleanup, check-in of participants, introduction, lockup etc.
- Keep track of the participant sign-up and attendance numbers, observe and try to judge participant reception to the program and/or solicit feedback directly from participants
- Provide a post-program report to the Program Committee

FAQs

- **How many hours are expected each day/month/year?** 5 per month - varies depending on the program you are organizing. This usually involves a 3 month time commitment.
- **Is there a specific time I will need to be present for?** Mainly Flexible times, 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
- Dependability in carrying out tasks and commitment to the security of the JCC building and equipment
- Basic knowledge of computers, document creation, and emailing
- Be willing to sign and abide by volunteer policies

What rating does this assignment have in these areas? Scale from 1-5 : 1 low- 5 high:

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

Training: Review the “Program Organizer Form” for guidelines and requirements. For further information, please review the “JCC Program Policy Manual.”

Benefits to Volunteer:

- Healthy collaboration with community members
- Satisfaction of being a part of a team offering community enrichment

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

jacksonvillecommunitycenter.org

Email: info@jacksonvillecommunitycenter.org

Phone: (541) 702-2585

Physical Address: 160 E Main St Jacksonville, OR 97530

Mailing Address: PO Box 1435