



Magnolia
Community Club (1978)

JAMBOREE Co-ordinator

<i>Purpose of Position</i>	<i>Coordinate the smooth running of the monthly Jamborees.</i>
<i>Accountabilities</i>	<i>Recruit and organize a volunteer team to:</i> <ul style="list-style-type: none"> • <i>Attend Monthly Jamborees</i> • <i>Organize and liaise with musicians</i> • <i>Plan monthly meal Menu</i> • <i>Organize Grocery Shopping & Prizes</i> • <i>Organize prep and set up for meal</i> • <i>Organize clean up after meal and after event</i> • <i>Organize draw for Prizes</i> • <i>Set up & Take down Tables & Chairs</i> • <i>Set up & Take down Sound Equipment</i> • <i>Advertise & Promote each month</i> • <i>Be Responsible for the Cash Box and float and proper accounting</i> • <i>50/50 draw</i> • <i>Attend monthly board meetings to update board on current affairs and future considerations</i> • <i>Submit all revenue & expenses to Treasurer.</i>

