



Mountain Post Santa's Workshop 2nd Vice President/Application Position Description

DESCRIPTION OF DUTIES:

- This is a bonded position.
- In the absence of the 1st Vice President/Inventory, performs the duties of that position.
- Responsible for Mountain Post Santa's Workshop application process from start to finish.

Throughout The Year:

- Application events:
 1. Family Readiness Liaison (FRL)/Chaplain open house.
 2. Community Information Exchange (CIE) brief before applications and during application drop off.
 3. Office hours established for application drop offs.
 4. Applications committee review established and review in early November.
 5. Schedule all shopping appointments for families after applications are approved.
 6. Emails out shopping times to Family Readiness Liaison (FRL)/Chaplain NLT Thanksgiving.
- Reports:
 1. Contacts made during application process.
 2. Application numbers.
 3. Changes made to applications.
 4. Gives inventory the number of approved children for each age category.
- Responsible for contacting the appropriate communities for applicants.
- Present final draft of annual application by late August.
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- Maintains own continuity binder.
- Attends all board meetings.
- Attends and supports all activities, events, and fundraisers.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Supports the philosophies and guidelines of the organization.

Shopping Week Support:

- Attends shopping week.
- Keeps track of No Shows during shopping week.

- Works with the Family Readiness Liaison (FRL)/Chaplain/ POC to contact those shoppers who are late.
- Reschedules shoppers due to true emergencies.
- Keeps a schedule of units shopping times at the check in desk.
- Communicates with President and other board members if issues arise.

Time Commitment:

- Approximately 20 hours per month.
- Monthly hours will vary depending upon activities.
- The busiest months are September-December.

Length of Commitment:

- Board Year running 1 April-31 March.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The 2nd Vice President/Applications will be provided and maintain a MPSW logo polo to be worn when necessary.