



# Mountain Post Santa's Workshop Volunteer Coordinator Position Description

## **DESCRIPTION OF DUTIES:**

- Keep roster of available/interested volunteers and solicit volunteers for events and shopping week.
- Train and coordinate volunteers for all Mountain Post Santa's Workshop events, especially prior to and during shopping week.
- Act as an Organizational Point of Contact (OPOC) and approve volunteer hours in Army Family Web Portal on a weekly basis.

## **Throughout The Year:**

- Attend quarterly Volunteer Advisory Council (VAC) meetings at Army Community Service (ACS).
- Write quarterly nominations for the installation Volunteer of the Quarter (VOQ) ceremony and annual nominations for the Volunteer of the Year (VOY) ceremony.
- Communicate with the President on which volunteer meets the requirements for Volunteer of the Quarter and Volunteer of the Year.
- Attends Volunteer of the Quarter and Volunteer of the Year ceremonies.
- Share rosters with board members when requested to support Mountain Post Santa's Workshop activities and ensure members communicate their needs and request in a timely manner.
- Create signups for volunteers as needed, determined by the board.
- Regularly communicate the importance of reporting volunteer hours to both the Mountain Post Santa's Workshop organization and the Fort Carson community.
- 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.

## **Time Commitment:**

- Approximately 15 hours per month.
- Monthly hours will vary depending upon activities.
- The busiest months are October-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 Volunteer Coordinator will be provided and maintain a MPSW logo polo to be worn when necessary.