



# Mountain Post Santa's Workshop Advisor Position Description

## **DESCRIPTION OF DUTIES:**

\*This position is for a prior serving board member or someone with prior experience in a similar program.

- Provide continuity from one board to another.

## **Throughout The Year:**

- Provide insight to events and offer suggestions.
- Maintains a current calendar to all Mountain Post Santa's Workshop events.
- Maintains own continuity binder.
- Attends all board meetings.
- Attends and supports all activities, events, and fundraisers as possible.
- 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 as possible.

## **Time Commitment:**

- Approximately 15 hours per month.
- The busiest months are October-December.
- Monthly hours will vary depending upon activities.

## **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 Advisor will be provided and maintain a MPSW logo polo to be worn when necessary.