

# ***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.
- Provide insight to events and offer suggestions.
- Maintains a current calendar of all MPSW events.
- Maintains own Continuity Binder
- Attends all Board Meetings.
- Attends Shopping week as possible
- Attends and supports all activities, events and fundraisers as possible.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

## **TIME COMMITMENT:**

- Approximately 15 hours per month. The busiest months are October-December.

## **LENGTH OF COMMITMENT:**

- Board Year running 1 April-31 March

## **WORK LOCATION:**

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for briefings, donation pick up and fund-raisers