



***Mountain Post Santa's  
Workshop  
Application/2nd VICE  
PRESIDENT  
Position Description***

**DESCRIPTION OF DUTIES:**

\*This is a bonded position please read

Throughout the year

- In the absence of the 1st VP/Inventory, performs the duties of that office.
- Review and edit prior years application using AAR comments, and board input.
- Provide a report of all activities within his/her scope of responsibility.
- Use and maintain own continuity binder
- Use applications email address, and workshop phone number.
- Attends all Board Meetings.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization

Application lead events

- FRL/Chaplain Open house
- CIE brief before applications and during application drop
- Office Hours setup
- Review committee setup

Report examples

- Contacts made during application process
- Application numbers
- Changes made to application

August-November

- Is responsible for contacting the appropriate communities for applicants (i.e. FRL/Chaplains)
- Present final draft of annual application late August.
- Setup of office hours for collection of applications by mid-September.
- Setup up review committee in early November for application approvals.
- Schedules all shopping appointments for families after applications are approved.
- Emails out shopping times to FRL/Chaplain NLT Thanksgiving

- Gives inventory number of approved children for each age category once applications are approved.

Shopping week

- Keeps track of No Shows during shopping week.
- Work with Chaplain/FRL/POC to get in contact with those who are late.
- Reschedules shoppers due to true emergency.
- Keeps at glance schedule of units shopping at check in area.
- Communicates with President and other board members if issues arise.

**TIME COMMITMENT:**

- Approximately 20 hours per month from January-July. These numbers may vary depending on other events and briefs that occur. The busiest months are September-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
- Various locations for meetings, and events.