



MS HOPE Leadership Volunteer
Position Description

<p>Assignment:</p> <p>Parking Coordinator</p>
<p>Purpose:</p> <p>To ensure the efficient and organized use of parking space for participants, volunteers and suppliers at Shawnigan Lake School</p>
<p>Tasks:</p> <ul style="list-style-type: none">• Identify the available parking on site indicated on the school map• Update the site parking plan as required based on previous year's SCOT event report and current year's requirements, then confirm with the committee• Review and update signage and equipment requirements with Logistics Coordinator• Recruit volunteers to fill the parking marshal positions for event weekend• Create and deliver a parking marshal volunteer training script• Set up parking signage on event weekend• Oversee and support the parking marshal volunteers on event weekend• Document, throughout the weekend, recommendations for the SCOT event report• Take down the parking areas and signage at the conclusion of the event.
<p>Time Commitment:</p> <p>Attend 1-2 committee meetings before the event (1 – 1.5 hours each) and a post-event wrap-up meeting. Meeting dates and times to be determined.</p> <p>Be present on site the night before the event to begin set-up, during the event supervise volunteers and during take down at the end of the event for site teardown.</p>
<p>Skill Requirements:</p> <p>Clear communication Must be able to read a map Must be flexible to last minute changes Must be able to do some heavy lifting</p>
<p>Training and Skill Development:</p> <p>Information on all aspects of the event will be available. Leadership development</p>



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Supervision:

The Parking Coordinator is responsible for the supervision of the parking marshal volunteers.
Reports to and works directly with the Logistics Coordinator.

Working Conditions:

All committee meetings will be held at Shawnigan Lake School with all required materials provided.
On event days the Parking Coordinator will be working outside on site.

Benefits:

Contribute to the community.
Work with a fun, dynamic group of people
Work 'behind the scenes' of a well known fundraising event
Gain valuable work experience
Develop leadership skills
Recognition from the MS Society

Approval and Assumption of Responsibilities

Volunteer's Name _____ Date _____

Volunteer's Signature _____

Volunteer Coordinator's Signature _____