

## **Event Coordinator Volunteer Position Description**

### **Job Title: Event Coordinator**

Volunteer Hours: best estimate 2-3 hours per week

Supervised by: Pastor

### **Purpose**

This volunteer position is responsible for the management of the “event process” by providing a parish liaison to all event organizers, and coordinating the services needed to ensure both the success of all events and the proper use of the parish’s facilities.

### **Responsibilities:**

1. Formalize and publish standards and fees for properly using the facilities.
2. After an event has been scheduled, act as parish liaison to event organizers:
  - Educate the host or chairperson of his/her responsibilities and collect any fees,
  - When parishioners are using facilities for personal use, insure that event organizer obtains proper insurance for the event through Catholic Mutual,
  - If the kitchen is being used, arrange for an individual from the “kitchen Committee” to train event organizer how to use/clean kitchen equipment,
  - Provide and collect proper keys and insure facilities are secure after all events,
  - Working with the volunteer Facility Coordinator, arrange for outside cleaning services when necessary,
  - Monitor performance relative to the published standards and if facility is not cleaned properly, notify Facility Coordinator to hire cleaning service and collect cost from event organizer,
  - Identify any issues and take appropriate corrective actions.
3. Meet with the Pastor and Parish Council periodically to report on activities and issues.
4. Supervised by Pastor; Buildings and Grounds Chairman coordinates rotational schedules of volunteers.