

Superior Curling Club Volunteer Coordinator

Primary tasks

- Set up a Sign-up Genius file for all major activities requiring volunteers at the Superior Curling Club
- Contact person running the event at least two weeks ahead of the event to determine their needs
- Publish Sign-up Genius for the event at least 10 days prior to the event
- Include as much detail about volunteer requirements as possible
- Track Dollars for Doers hours and provide to club manager in a timely manner (no later than end of April for previous season)

Compensation for this position is \$200 per year. It is expected that this role will require approximately 25 hours per year. If the time is substantially different, the board may adjust the annual pay.