

LFA Volunteer Coordinator



- Throughout the off-season and season, work with the other executives running events to determine volunteer requirements.
- Manages the scheduling of volunteers.
- Ensures that volunteers have confirmed their shifts and have actually completed their shift.
- Is responsible for the returning of cheques to volunteers that complete their shift and the cashing of cheques for those who don't.
- Ensures that other executives running events have a comprehensive list of their volunteers, including a sign-in sheet.
- Makes every attempt to attend large events to help with the signing in of volunteers.
- Answer emails and questions from members regarding volunteering.
- 1 hour a week. More time may be required leading up to events.