

Downtown Vocal Music Academy

VOLUNTEERS / SPECIAL EVENTS

Duties of Volunteers/Special Events Coordinator

VOLUNTEERS

- assist the Manager/Assistant with the chairing of the Parent Organizational Meeting (Sept.)
- create volunteer form for distribution to parents at Parent Organizational Meeting
- collect volunteer forms from parents and compile the volunteer lists by category
- link up parent volunteers (community volunteers) with SAC members in charge of various areas of choir organization
- contact the parent volunteers to advise them of the name of their coordinator and when they might expect to be called upon to assist
- maintain list of volunteers (phone numbers etc.)
- purchase gifts for chorister volunteers (head chorister, section leaders, chair monitors, librarians etc.) – end of year (June picnic)

SPECIAL EVENTS

- organize and plan (with the help of the Concert Coordinator and conductors) any concerts/special performances of the choir (outside our regular scheduled Winter/Spring Concerts) – these include (but are not limited to) the Kiwanis Festival (Feb.); choir performances at special events around the city
- ensure all special events information has been communicated to students/parents (work with the communications coordinator on this)
- ensure chaperones are contacted to supervise choristers for transportation to (especially if using the TTC) and at special concerts/events
- ensure (with the help of the choir manager) that transportation arrangements have been made

Appoint and work closely with a **Social Convenor** for the following:

- create a sign-up sheet (Sept.) for parents to volunteer to bring in, serve and clean up the snacks for the choristers
- arrange snack for choristers occasionally
- arrange, with the Concert Coordinator, for water bottles for choristers during intermission at concerts
- organize and execute the “End-of-Year” picnic – games and food