

Boones Ferry PSS Organization -- Job Posting

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Position Chair: To be determined

Position: OPEN

Position: Fun Run Chair Position

Commitment: One year position – April May and June

Function/Goal: - To provide a fun exciting event for the kids that raises money for xxxx

Job Title: Fun Run Chair Person

Job Description: Organize, Fun Run to be a major fundraiser for the year

Job Tasks:

- Be point person for Fun Run
- Order incentive prizes
- Work with Sponsorship Coordinator for getting community supports of the event to raise additional dollars
- Set goal and keep school informed of progress
- Talk to Albertson's or Thriftway to donate after run treat.
- Order tents
- Coordinate with Wood usage of track
- Coordinate with Janitorial staff for tents, tables and chairs
- Order Balloon for Entry and Finish Line
- Work with Volunteer Coordinator on securing positions
 - Set up
 - Tear down
 - Stampers (2 shifts) 4 tables a total of 16 people
 - People to collect & organize pledges day of event 6-8 people
 - Help passing out food treats for kids
 - Photographer
 - Book Music PA System
 - Set up music / Tear down system (possibly get Radio Disney)
- Work with Marketing Directory to promote Fun Run program
- Be Fun Run Point of contact for teachers and PSS
- Attend PSS meetings and provide status update to group -- if unable to attend send update via email to Mary K.
- Actively participate in online community as Fun Run Section

- Document event tasks in event folder for successor

Estimated Time Involvement: this is where we would as a group prepares some type of time commitment. I think people might make realistic decisions on getting involved if we say it will take a medium of **x** amount of time.

Event Date & Timeline:

- Signage to go up around school and marketing Promotion begins: April 7th
- Media Promotion Prior to event
- Fun Run event May 8th
- Fun Run Collection goes thru June 29th