



# WESTMONT SPRING SING

## **VOLUNTEER COORDINATOR**

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All positions on the Spring Sing Committee are part of a creative team that plans, manages, and produces Spring Sing. The committee functions as a team, but there are tasks specific to each role.

The Volunteer Coordinator is responsible for overseeing all volunteer needs related to Spring Sing. This position will need to be flexible with their job description and may serve as a support to other positions when specific needs arise.

## **RESPONSIBILITIES**

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- Aggressively invite the campus community to volunteer for Spring Sing. Ensuring there is adequate staffing to accomplish the following:
  - Stage hand
  - Ushers
  - Setup Crew (dress rehearsal day)
  - Cleanup Crew
- Coordinate all transportation of volunteers to and from the bowl & winning skit to Taffy's
- Coordinate volunteer training before Spring Sing.
- Serve as primary contact for all questions related to volunteer positions during dress rehearsal and the show.
- Work directly with the Hospitality Coordinator in sending thank you letters to essential members of the show and all volunteers.
- Work directly with the Producer and Assistant Director of Campus Life in distributing DVD's following the show.
- Assist Producer, Assistant Director of Campus Life, and Technical Producer with needs as they arise

## **EXPECTATIONS**

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Your presence is required at the following events and trainings:

- Spring Sing Committee Retreat
  - Saturday, January 12, 2019
- Weekly Spring Sing Committee Meetings
  - Beginning the week of January 21, 2019
  - Concluding the week of April 2, 2019
- Spring Sing Kick-Off | February 6, 2019
- Gym Rehearsals | March 25-28, 2019
  - Please note: the entire committee is not required to attend gym rehearsals. Details will be outlined as gym rehearsals get closer.
- Dress Rehearsal | March 29, 2019
- Spring Sing | March 30, 2019
- Other meetings/gatherings that your specific position entails
- Assisting fellow committee members with responsibilities (e.g. committee backdrop, video(s), bringing props to the bowl, delivering cardboard to dorms, etc.)

- All Spring Sing Committee members, with the exception of the Producer, are expected to assist with Bowl clean up prior to going to Taffy's

## **QUALIFICATIONS**

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- Have a minimum 2.3 GPA
- Strong ability to manage time well, meet deadlines, maintain a high level of organization, and manage multiple projects simultaneously
- The ability to be self-motivated and to work independently when the need arises
- The ability and desire to work closely with other student leaders, the Assistant Director of Campus Life, and the Technical Producer of Spring Sing
- The ability to relate and work professionally with a diverse student population
- Maintain full-time student status at Westmont and fulfill the college's eligibility requirements for participation in campus activities as reflected in the Student Handbook
- An understanding of Westmont's mission, campus environment and culture
- Students on disciplinary probation are not eligible to apply to student leadership positions.
- If a current student leader violates the community life standards or policies, their organizational advisor or supervisor will be notified and the student will be required to meet with the advisor or supervisor to discuss the situation and determine whether the student should be permitted to continue to serve in the role. It is the advisor or supervisor's responsibility to make this decision.