**SWEET PEA COMMITTEE: CHILDREN'S VOLUNTEERS TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park, south of Arts & Crafts area on east side of Buttonwood Drive

**Assistance:** 0-1

**Contacts:** School related organizations, day care centers, Bozeman Recreation Dept., service clubs, businesses, organizations, individuals, Sweet Pea files

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings when possible
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed.
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Submit estimated expense budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year
* Line up Committee members as needed to share in duties

**February-March:**

* Assist in planning activities

**February-June:**

* Develop list/pool of possible volunteers (coordinate with office staff, as needed)
* Make contacts, securing volunteers (coordinate with Children’s Activities Committee)
* Publicize need for volunteers (coordinate with Public Relations Committee)

**May**

* Get familiar with VolunteerLocal and input volunteer schedule (or copy from previous years if no changes are necessary) so volunteers can sign up for shifts online
* Review previous year’s lists of volunteers and develop list for current year. Work with office to do a mass email to previous year’s volunteers letting them know they can choose a shift online
* Brainstorm ideas for recruiting volunteers and execute

**July:**

* Notify/remind volunteers of their time to work based on their selection in VolunteerLocal (email, phone call, text)
* Organize volunteer training meeting prior to Festival
* Arrange for back-up groups of volunteers

**August:**

* Help man Children’s Activities Headquarters Area and volunteer sign-in during Festival (coordinate with Children’s Activities Chairperson)
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
* Export list of volunteers from Volunteer Local and submit to Sweet Pea office. Print a copy for your binder as well
* Write personal thank you cards as appropriate
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd