

## TEAM LEADERS POSITION DESCRIPTION

Patrons are seated in seven different color-coded sections; each section is managed by a single **Team Leader**. In general, the **Team Leaders** direct the other volunteers at their station and are responsible for the efficiency of their stations.

Specifically, Team Leaders:

- Are responsible for supervising the *host, section seating coordinators, runners, beverage servers; carafe fillers; table bussers/resettter teams, essential service* and the *table ambassador* within their area.
- Must make sure volunteers in their section know what material should be taken to the composting/recycling area and what material should be placed in trash containers.
- Are responsible for ensuring appropriate volunteer turnover.
- Let the *Volunteer Coordinators* know of any problems or concerns with staffing.
- Should stay after the event for a short time to help close down their stations, organize and pack unused items.
- The return of the name badges at the end of each shift.

**Team Leaders** should be present at Mylan Park the Friday before the Saturday event between the hours of 2:00 pm and 5:00 pm to set up your stations and become familiar with your areas and the floor plan. Team Leaders will also be provided with a set-up plan. **Team Leaders should notify the Volunteer Coordinators if they are unable to be present on Friday for set up; arrangements will be made to have your section set up for you.** If the team leader is unable to set up their station(s) on Friday, it is advisable that the **Team Leader** arrive early on Saturday morning to acclimate.

**Team Leaders** are expected to **arrive by Saturday at 9:30 am** to receive your staff, complete check in and provide any last minute instruction. **Team Leaders** will be provided with a close down plan and should plan to be on site until the event ends and stations are closed down. Please plan your lunch break during a time when the traffic slows; **Team Leaders** may want to bring an energy bar or other snack.

There will be some lifting involved during set up and tear down of your station.

**Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.**

*Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.*