

SECTION SEATING COORDINATOR POSITION DESCRIPTION

Stations 100-700 will have 1 designated **Section Seating Coordinator**. It is best that the volunteer for this position **work the entire day** for continuity.

The **Section Seating Coordinator** will monitor the available seating in their section and report vacancies to the *Host*.

The **Section Seating Coordinator** will be supplied a clip board with a diagram of the tables and chairs in their section. A dry eraser marker will be used to “X” off seats that are occupied. They will let the *Host* know where and how many seats are available. When a patron is finished and is exiting the building, the **Section Seating Coordinator** removes the “X”, indicating that seat is now available and immediately reports the vacancy to the *Host*. This process continues throughout the day.

The **Section Seating Coordinator** should only interact with the *Team Leader* and the *Host* in their section.

The **Section Seating Coordinator** and the *Host* should make sure that every placemat where a patron is sitting is clearly marked with an “X”.

Section Seating Coordinators should arrive, check in at the volunteer table and **be in position by 10:00 am**.

This is a standing/walking position. This volunteer must be very observant and organized.

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.