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|  | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Charity Ball – Set & Decorations Chair** |
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| **Term of Office:** | September 1 – January 31 |
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| **Supervisor:** | Charity Ball Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 hours per week (September – December); 15 hours per week (January) |

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| **General Scope of Duties** |
| The Set & Decoration Chair(s)’s role is to work with the Charity Ball Coordinator and the committee to create centerpieces and props for Charity Ball. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Set and Decoration Function | 40% | * Assist in leading the general committee in coming up with the theme of Charity Ball, as well as assisting with the designing of the logo and selection of the theme colour(s) * Collect and provide ideas regarding centerpieces and props * Lead the set and decoration committee in building centerpieces, signs, and props throughout event space |
| Meeting Function | 50% | * Attend regular meetings with the Charity Ball Coordinator and Charity Ball Executive * Attend regular meetings with the general Charity Ball committee * Attend regular meetings with the set and decoration committee |
| Other | 10% | * Assist the Charity Ball Coordinator with all aspects of charity ball as required |

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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills * An ability to work under tight timelines * Strong communication skills * Must be able to work independently and as part of a team |

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| **Effort & Responsibility** |
| * Attention to detail and excellent delegation skills * Assistance in other areas of Charity Ball, not just the set and decoration realm |

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| **Working Conditions** |
| * Time demands may exceed hours stated, especially as the event draws nearer |

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| **Training and Experience** |
| * Experience or prior involvement in organizing a prom or formal is an asset * Leadership and teamwork experience |

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| **Equipment** |
| * Personal computer * Shared office phone |