

Position: Volunteer Coordinator & Secretary

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm
Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
- Complete the meeting notes related to your role for every board meeting
- Fulfill responsibilities in a timely manner specific to your role
- Communicate with the board to brainstorm, solve problems, help each other, etc.
- Help with member orientation, open house, events and fundraisers as needed
- Give tours as needed
- Open/close/clean the site as needed
- Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
- Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)

Position Specific Requirements

Beginning of the Year:

- Set the board meeting dates, typically 2nd Saturday of the month from September-June

Beginning of Each Term:

- Set up volunteer duty sign up calendar at the beginning of each term

Throughout the Term:

- Take notes at monthly board meetings and post them on Google Drive
- Check email and Sign Up Genius at least every 48 hours
- Post on Private Facebook group for story times, music times and other announcements
- Update the Tiny Tots google calendar for the website with events and cleanings
- Coordinate with event coordinator to ensure enough volunteers at playground events
- Track member's volunteer duties to ensure accountability for volunteer duties
- Email volunteers with explicit instructions about their volunteer and cleaning lead duties

End of Term:

- Record any missing duties on master spreadsheet
- Coordinate with events coordinator for supplies needed for next terms parties
- Coordinate with the facilities coordinator for supplies needed for the next term