

## **College Goal Sunday 2010 Site Coordinator Job Description**

- 1. Select a location for a College Goal Sunday site.**
- 2. Reserve the site location and coordinate logistics.**

Some of the site logistics include:

  - Janitorial services
  - Audio/video Equipment
  - Tables and chairs
  - Parking
  - Refreshments (which may include in-kind donations of food for your individual site)
  - Directional and other signage
  - Security
  - Volunteer shirts
- 3. Determine if the number of volunteers is sufficient.** Although we cannot estimate the number of families and students participating, use your best judgment based on previous years' numbers.
- 4. Obtain contact information for volunteers.** This will be beneficial in case of weather closings, etc.
- 5. Media Spokesperson.** You may wish to designate a KASFAA volunteer as a spokesperson for the event.
- 6. Direct the College Goal Sunday site on the day of the event.**
  - Arriving early to ensure the location is unlocked.
  - Setting up the room and the audio/visual equipment.
  - Providing presentation materials.
  - Bringing all other supplies and materials.
  - Coordinating directional signage.
  - Directing all volunteer efforts.
- 7. Locate a presenter to lead the presentation (if you are having the presentation)**
- 8. Report attendance numbers and collect and submit volunteer surveys and participant surveys to CGS chairs.**