



## Volunteer Position Job Description

**Event:** 27<sup>th</sup> Annual Jazz Champagne Brunch

**Job Title:** Event Set-up Team Member

**Date:** Saturday, September 14th

**Time Commitment:** 9:00 am – 1:00 pm

**Location:** 345 4<sup>th</sup> Ave. Venice, CA 90291

**Contact Person(s):** Myrna Bohan, (310)573-8407 or [mbohan@vchcorp.org](mailto:mbohan@vchcorp.org)

**Primary Responsibility:** Preparation and physical set up of event venue

### Key Responsibilities:

- Set up large round tables and chairs
- Set up food service area
- Set up silent auction tables and displays
- Other duties as assigned

### Qualifications:

- Ability to lift 20 lbs
- Lifting objects of varying weight and sizes

**Support:** Training for this position will be provided day of event

**Age Requirement:** 12+

**Dress Code:** N/A

**Additional Information:** Lunch will be provided