



Volunteer Position Job Description

Event: 27th Annual Jazz Champagne Brunch

Job Title: Day of Event Set-up Team Member-

Date: Sunday, September 15th

Time Commitment: 8:00 am – 11:30 pm

Location: 345 4th Ave. Venice, CA 90291

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

Primary Responsibility: Preparation and physical set up of event venue

Key Responsibilities:

- Set up table settings
- Set up Silent Auction
- 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: Brunch will be provided