



## Volunteer Position Job Description

**Proof of COVID-19 Vaccine or  
a negative Covid test within the previous 48 hours required**

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

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

**Date:** Sunday, September 26th

**Time Commitment:** 8:00 am – 11:30 pm

**Location:** 2471 Lincoln Blvd. 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 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