



Volunteer Position Job Description

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

Event: 29th Annual Jazz Champagne Brunch

Job Title: Event Tear-down Team Member

Date: Sunday, September 26, 2021

Time Commitment: 3:00 pm – 5:00 pm

Location: 2471 Lincoln Blvd. Venice, CA 90291

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

Primary Responsibility: Physical tear down of event

Key Responsibilities:

- Removing all items from tables
- Packing dishes, glassware and other items into boxes
- Break down tables and chairs and stacking them for pick up
- Disassembling of all display materials
- Trash pick up
- Other duties as assigned

Qualifications:

- Ability to lift 30 lbs
- Comfortable lifting and moving objects of varying size and weight

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

Age Requirement: Over 16

Dress Code: N/A