



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 Set-up Team Member

Date: Saturday, September 25th

Time Commitment: 12:00 pm – 4:00 pm

Location: 2471 Lincoln Blvd 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 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 10 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