

## SOCIAL EVENT JOB DESCRIPTIONS

TIME TRIALS PASTA FEED: Thursday, May 10th  
Del Norte Lawn 6:30-8:30pm  
Positions Needed: 2- Set Up/Assist  
1- Clean Up/Assist

### Job Descriptions:

- Lead- Under the direction of the Social Event Coordinator provides direction to the Team for organizing and implementing the Time Trials Pasta Feed. Lead will need to be available to arrive 30 minutes to one hour prior to the event and stay until clean up is finished. Purchase ice and any additional paper supplies needed.
- Set Up/Assist: Arrive 30 minutes to one hour before event begins to set up tables, table cloths, trash bins, and fill water jugs, etc. Provide assistance during event in whatever capacity needed. (Refreshing tables/emptying trash bins.)
- Clean Up/Assist: One hour prior to end of event, assist in whatever capacity needed. Stay 30 minutes to one hour after the event ends to clean up area and put tables and bins back into shed.

SWIM-A-THON: Wednesday, June 6th  
Del Norte Lawn Time: TBA  
Positions Needed: 10 -Swim Lane Monitors  
1- Assistant to Lead

### Job Descriptions:

- Swim Lane Monitor: For half of the event, monitor one lane of swimmers in pool as they swim.
- Assistant to Social Events Coordinator: Work with Event Coordinator to organize event. Follow thru on tasks requested. May require work before event date.

8 AND UNDER ACTIVITY: Wednesday, June 20th  
Del Norte Lawn Noon  
Positions Needed: 2- Set Up/Assist  
1 -Clean Up/Assist  
2- Helpers

### Job Descriptions:

- Set Up/Assist: Arrive 30 minutes to one hour before event begins to set up tables, table cloths, trash bins, and fill water jugs, etc. Provide assistance during event in whatever capacity needed.
- Clean Up/Assist: One hour prior to end of event, assist in whatever capacity needed. Stay 30 minutes to one hour after the event ends to clean up area and put tables and bins back into shed.
- Helpers: Assist with activity as needed.

PARENT NIGHT LUAU Saturday, June 30th  
Del Norte Lawn Approximately 6:00p.m.  
Positions Needed: 6-Event Assistants

### Job Description:

- Event Assistant: Assist in whatever capacity needed for event to run smoothly. This could include setup, clean up, serving food, assisting with raffle, tending bar, etc.

GLOW BOWLING: Monday, July 9th  
Country Club Lanes 9 am  
Positions Needed: 1- Greeter

### Job Description:

- Greeter: Arrive at Country Club Lanes 15-30 minutes early. Assist team participants to find a lane, hand out/collect highlighters, stay throughout the event and be the liaison for Country Club Lanes Staff as needed.

MOVIE NIGHT: Saturday July 14th  
Del Norte Lawn 8 p.m.  
Positions Needed: 1- Set Up/Assist  
1-Clean Up/Assist

Job Descriptions:

- Lead- Under the direction of the Social Events Coordinator provides direction to the Team for organizing and implementing Movie Night. Organize snack options and drink options. Lead will need to be available to arrive 30 minutes to one hour prior to the event and stay until clean up is finished.
- Set Up/Assist: Arrive 30 minutes to one hour before event begins to set up tables, table cloths, trash bins, and fill water jugs, etc. Provide assistance during event in whatever capacity needed.
- Clean Up/Assist: One hour prior to end of event, assist in whatever capacity needed. Stay 30 minutes to one hour after the event ends to clean up area and put tables and bins back into shed.

CHAMPIONSHIP PASTA FEED: Thursday, July 26th  
Del Norte Lawn 6:00-8:30  
Positions Needed: 2- Set Up/Assist  
1-Clean Up/Assist

Job Descriptions:

- Lead: Under the direction of the Coordinator, provide direction to the Team for organizing and implementing of the Championship Pasta Feed. Lead will need to be available to arrive 30 minutes to one hour to the event and stay until clean up is finished. Purchase ice and any additional paper supplies needed.
- Set Up/Assist: Arrive 30 minutes to one hour before event begins to set up tables, table cloths, trash bins, and fill water jugs, etc. Provide assistance during event in whatever capacity needed. (Refreshing tables/emptying trash cans.)
- Clean Up/Assist: One hour prior to end of event, assist in whatever capacity needed. Stay 30 minutes to one hour after the event ends to clean up area and put tables and bins back into shed.

CHAMPIONSHIP AWARDS BANQUET: Monday, July 30th  
Del Norte Lawn 6:00 pm  
Positions Needed: 2-Set Up/Assist  
2-Clean Up/Assist  
1-Food Server

Job Description:

- Lead: Under the direction of the Social Events Coordinator, provide direction to the Team for organizing and implementing the Championship Banquet. Lead will need to be available to arrive 30 minutes to one hour prior to the event and stay until clean up is finished. Purchase ice and any additional paper supplies needed. Coordinate with the caterer regarding table and tent set up. Choosing a caterer and menu selection will be handled by the board.
- Set Up/Assist: Arrive 30 minutes to one hour before event begins to set up tables, table cloths, trash bins, and fill water jugs, etc. Provide assistance during event in whatever capacity needed. (Refreshing tables/emptying trash cans.)
- Clean Up/Assist: One hour prior to end of event, assist in whatever capacity needed. Stay 30 minutes to one hour after the event ends to clean up area and put tables and bins back into shed.
- Food Server: Provide any help that is needed to have buffet line move quickly. This could include serving food and replenishing food, beverages, and supplies.