

GA Coordinator (1)

Date: 10 days – flexed, 7.5 per day

Salary: \$250 per day

Duties:

1. Send out letters for donations.
2. Coordinator must look after messages, photo copying etc. during G.A.
3. Set up a resolution committee on the first day of the G.A.
4. Hire cleanup crew
 - a. Clean up G.A. Grounds. (Grass mowing, make sure appliances, stoves etc. are in working order and cleaned, set up water tank, propane, gets wood for fire place, garbage haul, all minor repairs on site, provide cans for cigarette butts, help cooks with heavy packing, clean/set up barbeques.
 - b. Clean/wipe all tables and chairs and set up
 - c. Clean up at the end of the G.A.
5. Arrange rides for elders during G.A.
6. Arrange for door prizes/tickets
7. Keep a list of citizens who attend for Gas P.O.'s
8. Work with Youth coordinator:
 - a. Concession (food supplies etc).
 - b. 50/50 draw (tickets for each day).
 - c. Raffle (get prizes etc. to raffle off).
9. Set up a childcare services with the childcare workers
10. Get students to volunteer to help serve the citizen during the G.A. (Dluk Buddies)
11. Organize entertainment for after the meetings (music, etc.)
12. Submit a report at end of the assembly to outline where there were difficulties to assist in better coordination
13. Provide a map of the area, for areas for RV parking