



# Salvation Army Women's Auxiliary

**Our Goal:** Serving the most people, meeting the most needs, DOING THE MOST GOOD!

**The purpose of Women's Auxiliary is to raise public awareness of The Salvation Army, to facilitate services to the needy, and to strengthen the financial base of the local Salvation Army. Membership is open to all women in the community.**

**We need your help with our fundraiser!**

**Event:** Old Fashioned Community Barn Dance & Festival on August 29, 2009 at the Clinton Fairgrounds in Clinton, Maine.

**Title:** Event Food Service Coordinator (Sub-Committee Head)

## **Major Objectives:**

- To acquire and coordinate food items for serving & resale
- To obtain advertisement from supporters if necessary
- To coordinate and supervise food service workers for event
- To provide updates to the Executive Committee

## **Major Responsibilities**

- Speaking with area businesses to donate necessary food and items for serving and resale on day of the event.
  - To acquire all necessary advertisement materials from businesses (who sponsor our event through donations and discounts).
  - To coordinate pickup and delivery of all food & supplies for event.
  - To supervise and coordinate a schedule of kitchen food service workers for day of event.
  - To supervise and coordinate a schedule of kitchen food service workers for clean up for following day of event.
  - To provide detailed updates to the Executive Committee as needed.
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### **Qualifications:**

- A desire to help your community & those in need!
- Ability to lead... by example.
- Great Communication Skills (written & oral).
- Customer Service Skills
- Transportation (by personal car or bus) if necessary.

### **Training/Preparation:**

- Fundraiser Over-view and On-going support as needed.
- Short history of the Salvation Army.
- Over-view of Programs offered through our local Salvation Army.
- Over-view of the goals & responsibilities of the Women's Auxiliary.

### **Time/Place:**

- 2-4 hours per week as required, additional time is at your discretion.
- Attend monthly Auxiliary meetings.
- Any additional meetings, as it becomes necessary.

### **Length of Commitment:**

- 5 months is required.

### **Supervision:**

- On-going support is tailored to each volunteer's needs.
- Supervisor: Executive Committee

### **Contact Person:** Antonia Smith

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