



SAVE THEM ALL™

Strut Your Mutt Event Coordinator Volunteer Position Description

Function: The primary role of the Event Coordinator is to plan the local logistics and entertainment for the Strut Your Mutt (SYM) event. This position works closely with the Best Friends staff representatives and other local/national volunteers (national volunteers will be recruited to manage the exhibitor solicitation/communications and setup/event day volunteer solicitation, training and scheduling for the events). In each market, 2-3 volunteers will be recruited for the local planning team, and National Events team staff will assist in delegating responsibilities based on individual strengths and interest to promote teamwork.

The individuals chosen for this position will be required to attend a monthly meeting with a Best Friends staff member and additional meetings/work sessions with the additional local planning team members.

Goal: The goal of this position is to work with a team to plan and execute local logistics and entertainment around the Strut Your Mutt event.

The event coordinator will also strive to:

- Plan event elements within the set budget
- Communicate all questions and complications to National Events Team staff
- Develop positive relationships with team members, event vendors and volunteers

Core responsibilities:

- Work with National Events team staff to delegate and complete key responsibilities among the local planning team, including but not limited to:
 - Event Logistics
 - BUDGET MANAGEMENT - Tracking all estimated and final costs
 - DONATIONS - Source donated items towards the raffle onsite at the event, in kind donations for budget relief and food donations for setup and event day volunteers and staff
 - FOOD TRUCKS -
 - LAYOUT - Create and maintain an event site layout, showing locations of all aspects of the event within the permitted venue
 - PARKING - Establish a parking plan for event attendees, exhibitors, volunteers and staff
 - PERMITTING - Apply for and secure any necessary permits (street closures, mass gathering permit, sound permit, fire permit, etc.) as required by the event venue

- RENTALS - Procure and manage event rentals including tents, tables, chairs, A/V, generators, portable restrooms, drinking water
- SAFETY
 - Safety Plan
 - Vet
 - EMT
- SECURITY - Secure overnight and event day security
- SHIPPING - Receive and/or review event shipments leading up to the event
- SIGNAGE - Plan event signage needs with input from all local planning team members
- SUPPLIES - Manage the supply list for the event based on the initial local inventory (to be completed in the spring/early summer)
- WALK COURSE - Determine a ~2 mile walk route and required safety staffing, volunteer needs, aid stations, supplies, etc. with a detailed map including volunteer placement, water stations and entertainment areas
- Event Entertainment
 - ENTERTAINMENT AREAS - Research and procure local entertainment that falls within the menu of SYM entertainment options for the stage, activity zone, activity/exhibitor tents and other areas as determined by the National Events team
 - LOCAL CELEBRITIES - Secure local celebrities, politicians, sports teams, mascots, cheerleaders, etc. for event participation in various areas
 - SCHEDULE AND SCRIPT - Build the overall event schedule with finalized entertainment, following the template provided by the National Events team and use to update the emcee script template for use on event day
 - SOCIAL MEDIA - Provide regular updates for social media posts around confirmed event entertainment
- Attend meetings and work sessions as scheduled
- Contribute to local grassroots marketing efforts
- Determine volunteer needs for event execution
- Recruit 5 event day/setup day volunteers
- Oversee the event onsite, including both event day and set-up the day prior to the event
- Maintain accurate records of all aspects of the event
- Track hours worked and record monthly in the Best Friends volunteer database.

Post-event duties:

- Send thank you notes to entertainment and logistics providers
- Participate in a post event wrapup and volunteer survey

Qualifications/requirements:

- Create a Best Friends volunteer profile (if applicable)
- Read and sign the 2017 Strut Your Mutt volunteer agreement
- Have previous event planning experience (recommended but not required), with the ability to work within budget
- Have the ability to work with other Strut Your Mutt volunteers in a positive, professional manner at all times and keep track of all moving parts as they pertain to this position

- Have the ability to proactively track and follow timelines and update them throughout planning process
- Be a self-starter who can troubleshoot and improvise (when needed)
- Have strong written and verbal communication skills and be able to proactively communicate updates, questions and issues within the local planning team and with Best Friends
- Be outgoing and personable, have the ability to reach out to new people and talk about the event, and bring them onboard for various aspects of participation
- Have regular access to email, be able to monitor and respond to emails daily (or in the evening). Being responsive is a must!
- Have strong computer skills, which include the following: experience with Google Drive and Excel, and the ability to learn new computer software programs
- Be flexible and able to roll with changes throughout the process is a key for success

**To apply, please email your resume
(include volunteer experience and your letter of interest)
to bfvolcoord@bestfriends.org.**

Positions available in the following cities:

City	Tentative Event Date
Austin, Texas	Saturday, 9/16
DC Metro area	Saturday, 10/7
Houston, Texas	Saturday, 10/14
Jacksonville, Florida	Saturday, 9/30
Minneapolis/St. Paul, Minnesota	Sunday, 9/10
Phoenix, Arizona	Saturday, 10/21
Portland, Oregon	Saturday, 9/9
San Francisco, California	Saturday, 9/30
St. Louis, Missouri	Saturday, 9/23