

**COOKIE CRUNCH VOLUNTEER COORDINATOR
OSAN OFFICERS' SPOUSES' CLUB
OSAN AB, REPUBLIC OF KOREA
FEBRUARY 2010**

DUTIES AND RESPONSIBILITIES:

Attend all Cookie Crunch committee meetings as called by the chair

Start usually in August

Chair or Publicity should handle advertising

Prepare spreadsheets with dates and shifts

Have at Sep and Oct OOSC membership meetings to sign up volunteers

Use OOSC members group email for additional call for help

Use CCVolunteer email to receive volunteer info (Do NOT use personal email)

Record shift request, confirm with individual

2 working days prior, send reminder to volunteers with Food Handling Guidelines

Attend each baking day

Arrive early to set up work stations while chair and others do mixing

Put up signs to direct volunteers to kitchen

Sign in/brief on responsibilities

Hair covered, wash hands, etc

Assign duties

Sign out

After each baking day, record individual info and hours in spreadsheet

Prepare a Cookie Report of status

Publish to Advisor and Cookie Crunch Chair

After delivery, use spreadsheet to prepare individual Letters of Appreciation

Sort by Group—51 FW, 51 OG, 51 MSG, 51 MXG, 51 MDG, 7 AF, 694 ISRG

Deliver folders to 51 FW, 7 AF and 694 ISRG to forward to units/individuals

Update the job description **NLT 31 Dec** each year.

Prepare an after-action report **NLT 31 Dec** each year.

Update/clean out the continuity notebook and present to chair **NLT June turnover board meeting**

Include updated job description and after-action report

QUALIFICATION REQUIREMENTS:

Good email skills—writing and using

Good Excel skills for scheduling volunteers and reporting

Good attitude and ability to interact with others.

Willingness and flexibility to help out where needed.

POSITION DURATION: 1 Aug – 31 Jan

TIME REQUIRED: Approximately 120 hours for the project. Aug/Sep hours are minimal at meetings and scheduling volunteers via email. Oct/Nov hours are in baking days (8 hrs twice a week), emailing reminders, recording volunteer hours. Dec hours are moderate in one delivery day, completing/delivering Letters of Appreciation and after-action report.