

Parent Association Volunteer Position Descriptions 2009-2010

Chorus Representative – Three chorus representatives are needed for each chorus. They will take attendance and administratively assist the Choral Director at each Monday evening rehearsal. Supervise choristers on breaks and during carline for parent pickup. Ideal for parents who stay during rehearsal.

Rehearsal Monitors – Provision of administrative and supervisory assistance at non-Monday rehearsals. These may be Saturday or Sunday choral rehearsals. Specific dates will be made available for volunteer sign-up.

Performance Chaperones – Chaperoning at various chorus performances. Various time commitments and venues are available. This is our greatest need; we cannot hold performances without many committed chaperones.

Music Library – Filing, numbering and stamping of choral music several times throughout the year at CCGD office. Flexible hours, during the work week, 1-2 hours a session

Program Ad Sales – The “sale of Ads” in programs that are printed for 3 concerts during the year. Promote “Ad sales” through CCGD newsletter articles, emails to parents, past advertisers and other community businesses and organizations. Coordinate with Administrative Director to verify payment and “ad” receipt. 1-2 hours per week. Can be handled remotely.

Wardrobe – Assist the wardrobe manager with concert attire inspections during the year. These are generally held prior to rehearsals on Monday evenings before the first and third Meyerson concerts.

Emergency Response Team – Nurses and doctors are needed for this team to provide first response support of the children if there should be an incident during concerts.

Development/Public Relations – Assist the Executive Director and Artistic Director with programs and various PR opportunities for CCGD, for example, writing press releases, submitting press releases, updating online calendar websites. Moderate computer skills needed. Ongoing need. 1-2 hours per week. Can be handled remotely.

Social Events – Help with social events for choristers, especially year-end party.

Merchandise Sales – Assist with the distribution and sale of merchandise at concerts.

Wardrobe Sales – Assist with measurement and sales of official wardrobe.

CD/DVD Sales – Assist with the sale of cd’s and dvd’s at concerts.

Ticket Sales – Assist with the sale and distribution of will-call tickets on concert evenings.

Audition Coordinators – Check-in singers and administratively assist the choral conductor during auditions in the spring.

Business Office Volunteer – Assist with a variety of office needs, including mailings, filing and other support. Flexible, during business hours

Poinsettia Distribution – Assist with poinsettia distribution during fall fundraiser.

2010 Gala Volunteers – Assist with the various activities involved in the 2010 Gala, including program design and printing, event planning and execution, item solicitation for live and silent auction, PR/marketing to parents and community. Commitments range from event night only to ongoing.

Parent Association Leadership Positions - These positions are generally filled through appointment or succession of interested persons. Ideally, interest is expressed during the current year for the next year.

- **Co-Presidency** – shared by two people, one from CCGD and one from YCGD. These positions provide overall guidance, direction and support to the parent association leadership and members. They also represent the parent association with the CCGD Board of Directors. **CCGD Position filled for 2009-2010.**
- **Vice Presidents** – Perform duties assigned by Co-Presidents, with the expectation of serving as the next President. **CCGD Position filled for 2009-2010.**
- **Company Manager** – Guides, directs and supports volunteers supervising chorus rehearsals and performances (i.e. chorus representatives, rehearsal monitors, chaperone leads, ERT). **Position filled for 2009-2010.**
- **Administration Manager** – Guides, directs and supports volunteers working with chorus office, website, music library, tours, publicity, social events, directory, newsletter and auditions, as needed, with support of Co-Presidents.

- **Merchandise Manager** – Manages the review, sale and ordering of chorister unofficial wardrobe. **Position filled for 2009-2010.**
- **Wardrobe Manager** – Manages the review, sale and ordering of chorister official wardrobe. **Position filled for 2009-2010.**
- **CD/DVD Manager** – Manages the review, sale and ordering of concert CD's and other items.
- **Box Office Manager** – Responsible for Meyerson concert ticket sales and management. **Position filled for 2009-2010.**
- **Chorister Fundraiser Manager** – Reviews, guides and supports fundraisers designed to build tour accounts for individual choristers. **Position filled for 2009-2010.**
- **Chaperone Lead** (one per chorus) – Recruits, instructs and supports performance chaperones under guidance of the Company Manager.