



VOLUNTEER POSITION DESCRIPTION

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| TITLE                | Equipment Drive Coordinator   |
| PURPOSE              | To improve the quality of life of individuals with disabilities by organizing and conducting an equipment drive to collect new and slightly used sports equipment for people with disabilities.   |
| LOCATION             | Wherever you choose to have the drive (i.e. church, school, gym, ect.)  |
| KEY RESPONSIBILITIES | <ul style="list-style-type: none"> <li>• To successfully organize and plan an equipment drive</li> <li>• Aid in creating and distributing advertisements about event</li> <li>• Make contacts with facility manager of drive location to organize event well</li> <li>• Be present at equipment drive</li> <li>• Work with Sports 4 All staff to keep team-minded perspective</li> <li>• Uphold the mission of the foundation throughout planning and actual event</li> </ul> |
| REPORTS TO:          | Janey Smith (Marketing/Equipment Coordinator)   |
| LENGTH OF APOINTMENT | As long as it takes to successfully plan, organize, and conduct equipment drive   |
| TIME COMMITMENT      | Flexible  |
| QUALIFICATIONS       | <ul style="list-style-type: none"> <li>• Must be able to network well with others</li> <li>• Good work ethic needed</li> </ul>  |
| SUPPORT PROVIDED     | Containers for donated equipment/funds will be available for your use, marketing materials at disposal, transportation of equipment to S4AF office  |
| BENEFITS             | Experience in managing an event and other volunteers; experience in marketing and PR  |

*“Volunteers don’t get paid, not because they’re worthless, but because they’re priceless”*