

Sunnymont Job Binder

Social Events Assistant

Social Events Assistant

Job Description
Revised 7/2005

Term of Office: September to June
Weekend Maintenance: Yes
Reports To: Social Events Coordinator
Materials: Folder with job description

Function:

To assist the Social Events Coordinator with the social events planned for the year.

Responsibilities:

1. Be available to assist the Social Events Coordinator in any projects that he/she may need help with. This is to include the planning, promoting, and execution of the social events planned for Sunnyside during the year.
2. Check in with Social Events Coordinator frequently and offer your assistance.
3. Attend all social events planning meetings, and assist with set up and cleanup at each event.

Sunnymont Annual Job Record Sheet

JOB:	School Year:
Job Holder:	
Phone:	Email:

JOB ACTIVITY:

RECOMMENDATIONS FOR NEXT YEAR: