

Katy ServeFest Leadership Team Jobs

Assessment Team

- Visits prospective work sites to determine scope of work, what jobs/projects we can complete with excellence, estimate needs for materials and man power.
- If the worksite is an individual, Assessment Team will assist Executive Director in determining needs of individual and qualifying the recipient as a legitimate need and use of Compassion Katy funds.

Project Planning Team

- From planning and estimating, to construction and the physical work of completing the projects- we need people willing to plan and lead these jobs to completion. Projects vary and may include construction/carpentry, plumbing, electrical, painting, landscaping and more.

Volunteer Management Team

- Are you good with recruiting people and keeping people motivated? We want you on our Volunteer Management team! We will have several opportunities for people to assist with check in at the events, assigning volunteers to jobs at each worksite and hospitality.

Fundraising

- We can only complete the jobs/projects we can fund. We need people willing to lead the charge and help raise awareness and funds for Katy ServeFest in our community.

Public Relations

- We are seeking people who want to help spread the word about Katy ServeFest, from technical web design and graphic design, to writing emails and posting flyers, we need people on this team who have a passion and for marketing and public relations.

Administrative Team

- If you are interested in helping out on the administrative side of planning Katy ServeFest/Compassion Katy and have free time during the week- we invite you to come and visit with us to find out more about the day to day planning for this event and the other volunteer opportunities we have available on a weekly basis.

Katy ServeFest Workday Jobs

Each site needs the following positions filled before we can move forward on approving the project/work site.

Site Leaders

- **2 PER SITE.** Attends planning meetings prior to event and works with Assessment team to select projects for the event, provides detailed man power and materials needs list to Executive Director and Site Dispatcher, provides leadership and assistance to project managers, supervises worksite. Is NOT responsible for a physical project at the worksite. Supervises the work being done and makes sure all work is done to Compassion Katy's standard of excellence. Can add or delete projects depending on the volunteers available on event day.

Information/Dispatch

- Attends planning meetings when possible. Runs the information and dispatch tables (may also act as check in at smaller sites), holds first aid supplies, media contact/public relations contact that site, cheerleads/encourages volunteers, makes sure things run smoothly, assists with food/hospitality. Supervises site runners. Acts as photographer where possible.

Project Leads

- Attends planning meetings when possible. Responsible for planning and work on a single project (or multiple projects) at a worksite. Makes worksite visits prior to workday to assess the project. Makes sure materials are correct on event day, works with additional volunteers to complete the project/job. Ensures quality of work. Informs Site Leads of any issues that arise and notifies Info/Dispatch of man power needs and when project is completed.

Site Runners

- Reports to Information/Dispatch, helps with moving materials and supplies around worksite, must have a car- able to run and pick up necessary supplies as needed and determined by Site Leads, helps guide volunteers around worksites, assists in making sure volunteers stay hydrated.

Check-In

- Attends planning meetings prior to event, trained in using our online check-in. Makes sure each participant has a signed release form and gathers contact Fellowship information for each participant. Helps with hospitality when possible.

General Volunteers

- Works on the day of the event only. These positions are assigned by the dispatch team according to skills and project needs.