

# BARVINOK VOLUNTEERS

*a list of our volunteer positions for 2018-2019*

## TEAM MOM OR DAD

BEGINNER GROUP	
INTERMEDIATE GROUP	
TEEN GROUP	

### JOB DESCRIPTION

- Organizes carpools for practices and performances
- Helps instructors backstage during performances
- Brings accessories for costumes to performances
- Hands out and collects costumes at the beginning and end of year

## TEAM PHOTOGRAPHER

BEGINNER GROUP	
INTERMEDIATE GROUP	
TEEN GROUP	

### JOB DESCRIPTION

- Takes photos at performances and events
- Deletes and edits photos before sharing
- Uploads all photos to Barvinok's Google Pictures account
- Emails a link to parents and students

## TEAM VIDEOGRAPHER

BEGINNER GROUP	
INTERMEDIATE GROUP	
TEEN GROUP	

### JOB DESCRIPTION

- Takes high quality videos at performances and events
- Uploads all videos to Barvinok's Youtube Channel

## PERFORMANCE COORDINATOR

VOLUNTEER NO. 1	
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### JOB DESCRIPTION

- Find a minimum of five performance opportunities per year
- Handles all event administration (including registration and scripts)

## TEAM TUITION COLLECTOR

VOLUNTEER NO. 1	
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### JOB DESCRIPTION

- Sends monthly tuition payment reminder to all Barvinok participants
- Reconciles payments on Google Pay at the end of the month

## COSTUME MANAGER

VOLUNTEER NO. 1	
VOLUNTEER NO. 2	
VOLUNTEER NO. 3	

### JOB DESCRIPTION

- Create a costume management system
- Help store and track all costumes
- Sew new costumes when necessary
- Order, buy, or sew new pieces when necessary
- Clean costumes annually

## TEAM FUNDRAISERS

BAKE SALE VOLUNTEER	
GARAGE SALE VOLUNTEER	

### JOB DESCRIPTION

- Organize assigned fundraiser
- Collect and track payments and expenses
- Recruit additional parent volunteers

## UAWS BOARD MEMBER

VOLUNTEER NO. 1	
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### JOB DESCRIPTION

- Represents Barvinok at quarterly meetings