

BARVINOK VOLUNTEERS

a list of our volunteer positions for 2024-2025

TEAM COORDINATOR

BEGINNER GROUP	
INTERMEDIATE GROUP	
TEEN/ADULT GROUP	

JOB DESCRIPTION

- Organizes carpools for practices and performances
- Helps instructors backstage during performances
- Helps bring accessories for costumes to performances

TEAM PHOTOGRAPHER

BEGINNER GROUP	
INTERMEDIATE GROUP	
TEEN/ADULT 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/ADULT GROUP	

JOB DESCRIPTION

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

PERFORMANCE COORDINATOR

VOLUNTEER NO. 1	Clay Amann
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JOB DESCRIPTION

- Find a minimum of five performance opportunities per year
- Handles all event administration (including registration and scripts)
- Contacts instructors prior to registration to see dancer and instructor availability

TEAM TUITION COLLECTOR

VOLUNTEER NO. 1	Solomea Khtey
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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

- Hands out and collects costumes at the beginning and end of year
- 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	
FUNDRAISER PLANNER	

JOB DESCRIPTION

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

UAWS BOARD MEMBER

VOLUNTEER NO. 1	Solomea Khtey
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JOB DESCRIPTION

- Represents Barvinok at quarterly UAWS board meetings

ALUMNI DIRECTOR

VOLUNTEER NO. 1	
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JOB DESCRIPTION

- Sends out emails to past dancers with Barvinok updates

SOCIAL EVENTS COORDINATOR

BEGINNER GROUP	
INTERMEDIATE GROUP	
TEEN/ADULT GROUP	

JOB DESCRIPTION

- Plan and execute team bonding activities/events
- Coordinate with other teams to have ensemble team bonding

GRANT/SCHOLARSHIP LEAD

VOLUNTEER NO. 1	
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JOB DESCRIPTION

- Find and fill out grant opportunities