

Appreciation Coordinator

This PAL position requires you to reach out to volunteers to help with cooking and baking for staff appreciation coffees, luncheons and also Election Day meals.

Appreciation events occur about 5–6 times per year; generally with two staff Friday morning coffees, a staff luncheon and Town Election Day meals for poll volunteers. The Appreciation Coordinator requests volunteers via email and Friday Folders, coordinates the volunteers and on the day of the event, organizes set up and clean up. On the day of the event there is about 20 minutes of prep. time and about 45 minutes of clean up time. All can be a shortened with some friends and help.