

Job Description – Harvest Festival Coordinator-2023



Flathead Lutheran Bible Camp, Kalispell, MT

Classification: Sporadic, Hourly

Work approximately Feb 1-Oct 31, 2023

Responsible to: The Executive Director; and working with Staff

Purpose: To plan and implement the 2023 Harvest Festival, October 14, 2023 at FLBC

Mission statement: To experience Christ's grace through Meaningful relationships, shared adventures and purposeful service.

This written Job Description for the position of Harvest Festival Coordinator shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

The Harvest Festival happens at FLBC every other year, and is a "fun" fundraiser to raise money for camperships, so that no one is ever turned away because of finances. The auction part of the event is held on line and in person at camp (silent and live auction) Goal for 2023 is to raise, net: \$30,000.

Harvest Festival coordinator will:

Develop a volunteer team to work with to plan and advertise the event, and come up with creative fun ideas to make this event sizzle with excitement!

Seek and train volunteers to help with the auction, and serve the meal, and clean up

Update all promotion material and get it sent to churches, delegates, friends, and include in newsletters, enews, emails, etc.

Market the festival/auction to the local community, FLBC congregations and supporters, through social media, local radio, newspaper, flyers, etc.

Develop an on-line system to sell tickets for the dinner

Secure and keep a good record of solidifying a minimum of 200 items from local businesses, individuals and churches for the silent and live auction at FLBC. About 12 items will be in the live auction. Some items may be combined i.e., for a basket of goodies.

Work with a local provider for beer and wine at the event. Goal= a donation.

Work to keep expenses as low as possible, in order to have the most funds going to camperships for children

Seek, maintain and oversee, an on-line platform for 30 auction items to be put up for auction October 1-15th, 2023 (different items than the ones at camp for live and silent auction)

Find an auctioneer or volunteer to serve at the auctioneer for the live auction at camp, Oct 14th
Plan and contract with a musician to play piano? Guitar? Or a band? During dinner

Develop a plan/paddle for a paddle raise at the end of the live auction

Work with staff at camp for preparation, food/menu, set up, etc. Including a dessert auction.
Approx. 150 tickets will be sold, plus staff

Develop a youth program for children during the dinner, finding volunteers to be with children.

Plan and work with decorating the camp for a festive Harvest Festival theme

Attend and participate in staff meetings as needed and available

All donations will be receipted and thanked in a timely manner

Developing a quick systematic way for payments and check out at the end of the auction.

Other tasks may be assigned

Qualifications:

- A heart for the gospel.
- A love for children, and getting them to camp!
- Valid and current driver's license. (Commercial Driver's License preferred).
- Computer skills in editing and developing, and or updating, tickets, flyers etc.

- Ability to work on a team.
- Ability to walk, stand, bend, and stretch
- Ability to lift up to 50 pounds regularly and 75 pounds occasionally
- Physical ability to respond appropriately to situations requiring first aid, e.g., to help in emergencies (fire, evacuation, illness, injury, etc.)
- Ability to work varied schedule as needed. Ability to work weekends, retreats, etc. is required.

Compensation:

\$16.00 per hour, with hours tracked and submitted; estimated 5-10 hours a week, with more as needed

Mileage reimbursed, at IRS rate or possibly using a camp car as needed