

**Position Description: MLK Service Site Event Coordinator for  
Universities at Shady Grove location**

(December 2, 2013 through January 31, 2014)

The Montgomery County Volunteer Center hosts a very successful Martin Luther King Jr. Day of Service event at the Bethesda North Marriott Conference Center. There is also a partner site at the Silver Spring Civic Center. We wish to add a third at the Universities at Shady Gove (USG) for 2014.

We are in need of an Event Coordinator to plan and execute the event at the Universities at Shady Grove which includes a variety of service projects open to the community. The event must last for a minimum of two hours on Monday, January 20, 2014. The exact time is still to be decided. 500-700 people will attend this event. This position will work in partnership with the team of staff and volunteers at the Montgomery County Volunteer Center.

The three locations have a similar theme: family friendly service projects and educational activities on-site to honor the life and work of Dr. Martin Luther King Jr. Previous projects at the Marriott Conference Center have included: coloring cards for troops, making small gifts for the Children's Inn at NIH, crafting bookmarks, organizing mailings for local nonprofits, crocheting blanket squares for Project Linus. While some projects can be replicated at the other sites, it would be preferable if some unique projects are planned at the other locations.

Responsibilities for USG include:

- Recruit and coordinate 15-20 projects for the USG site. Total projects must fill a two hour period for approximately 500-700 people. Each project should provide activity and have supplies to cover 10 participants at a time for two hours
- Serve as site manager for the day of service
- Order any necessary supplies
- Manage a budget
- Recruit and manage volunteers as event staff for the site including orienting volunteers in advance
- Create and order all signage
- Develop event handout describing all the projects at the event
- Serve as a possible contact for USG site for media inquiries
- Coordinate set-up and clean-up at USG
- Arrange collection of surveys at end of service and distributing/completing of Student Service Learning (SSL) forms.
- Coordinate distribution of completed projects to recipient locations
- Complete final report, including data collection of volunteer/organization surveys, and the number of volunteers and items made. Also submit invoices and a write up of overall event success.

The work schedule is fairly flexible and can be done from home or the Volunteer Center's office located in Germantown, MD.

#### Needed skills

- Ability to take the lead
- Volunteer management experience
- Event planning and event management experience
- Arts and crafts experience is a plus

Please take note that although we are looking for an individual to take the lead on running the MLK Day site at USG, this position will also be working closely with the Montgomery County Volunteer Center (MCVC). MCVC has the overall responsible for all site locations and will act as coordinator over all three sites. Working together will ensure that all finished projects will find a good home. As we work together, we may find that a project might be better suited for one site or another and others might work at all three.

#### MCVC will assist in the following ways

- Funding – Organizations participating in a specific project should be encouraged to provide their own projects materials but limited funding is available for projects. Service site locations have a budget of \$1,800 for project materials and printing costs.
- Building Space – MCVC will cover any building rental and building staff costs.
- Promotion – MCVC will promote all Service Sites in printed materials, print ads, interviews, calendar listings, County and MCVC websites, newsletters, etc. We will provide “day of” event signage which will highlight sponsors and supporters.
- Printed materials – MCVC will provide copies of volunteer surveys, Student Service Learning (SSL) forms, and the event hand out. MCVC will cover approved costs of signage.
- Planning – MCVC wants to help partners and service sites succeed. We will help promote the Service Sites to our nonprofit partners to encourage participation there and will help advertise for volunteer event staff.
- Advice – MCVC will also be able to provide suggestions and advice as well as information about what has worked in the past.
- Outline of previous site – MCVC will be happy to provide information and timelines about previous MLK Days of Service sites and anecdotes about what worked and did not work in the past.

**This information is provided in the hope that you (or our organization) will wish to provide a proposal to become the 2014 Event Site Coordinator. If you are interested please submit a proposal including details about charges, payment requirements, resume, and the responsibilities that will be covered.**

Please submit a proposal to the Volunteer Center at  
[ServiceDays@montgomerycountymd.gov](mailto:ServiceDays@montgomerycountymd.gov) by December 3, 2014  
Questions? Email or call Katie Sayago at 240-777-2608