

KIDS MONTHLY OUTING COORDINATOR

The Kids Monthly Outing Coordinator puts together a monthly outing for kids at different locations around the Bay Area. The main source for ideas for outings is newspapers, local guides, and other moms. Some of the most popular outings include: Pixie Playland, The Oakland Zoo, My Gym, the Pumpkin Patch and the Polar Bear Express in December.

The coordinator duties include: setting up the event with the location, submitting a write-up for the newsletter, sending out an email reminder, taking RSVP's (when necessary) and manning the sign-in at the event. A follow-up write-up may be submitted occasionally to the Newsletter for the following month if the outing has a newsworthy event. Approximate time commitment is 3-7 hours a month, including the actual event. October and December may be a little more intensive due to the fact that the coordinator must take reservations for the event.

Attend Monthly Board Meeting

Revised 8-14-16

Number of Coordinators = 1-2

Time Involved = 3 – 7 hours a month

Active Position = Yes