

## Beatrix Farrand Society Open Days Coordinator Position Description

The Beatrix Farrand Society Open Days Coordinator (BFS) is a seasonal position reporting to the BFS Vice President.

The Open Days Coordinator is responsible for:

- Maintain announcements on BFS answering machine regarding summer schedule
- Recruit and schedule docents for Open Days
- Recruit and schedule volunteers in support of BFS programs (coordinate with Program Committee Chair)
- Invite volunteers and docents to orientation and training meeting prior to the start of programs and open days
- Purchase and maintain paper supplies for kitchen, programs and events
- Unlock/open and close/lock Farrand wing and barn for open days, programs and events
- On Open days and when assisting with programs/special events:
  - Prepare the Farrand wing and barn for visitors
  - Arrange to have signage posted on the roadway
  - Familiarize guest speakers with AV equipment
  - Place *Welcome to Garland Farm* brochure on barn chairs
  - Encourage visitors to sign the guest book and maintain an Open Day visitor total for the season
  - Provide refreshments and related supplies for programs
  - Assist with totaling payments received for programs/book sales
  - Collect and total donations and transfer to the BFS bookkeeper
  - Close Garland Farm ensuring the alarm system is set to “armed”
- Collect volunteer hours and enter them into Past Perfect for summary at the end of the calendar year for use by the BFS Treasurer, Auditor and Development Committee Chair

DMH 08/01/2015

