



Volunteer Position Description

Movie Party Coordinator

Overview:

Plans and hosts monthly “movie party” for developmentally disabled persons, allowing them a regularly scheduled social interaction at a public location, and opportunity to attend regular box office released films.

Key Responsibilities:

- Create flyers for distribution by mail – every two months, showing a three month timeframe
- Fold, stuff envelopes, apply mailing labels and stamps
- Fill out USPS form for bulk mail, & take envelopes to 9th St. post office for mailing
- Send reminder email to participants & support persons who have email
- Receive phone calls from participants for headcount estimate (to assure sufficient food is purchased)
- Reserve party room at movie theater for designated dates – pay in advance
- Purchase drinks, plates, cups, napkins, cookies, and pizza (or ingredients for sandwiches) in advance of party
- Coordinate participation of any college student groups or other interested persons as aides/volunteers (e.g. fraternities/sororities and individuals)
- Create chart of movies, start times, & ratings for discussion, allowing individuals to choose a movie
- During party:
 - Welcome participants, distribute food & drinks, lead discussion on movie choices
 - Collect money from participants to cover food and movies
 - Purchase and distribute tickets to participants
 - Clean up party room after participants leave for movies
 - Remain in theater lobby after all movies are over to assure participants are picked up

Education and Support:

- High school diploma or GED minimum
- Must have own transportation
- Must be computer literate
- Note – Coordinator must be willing to complete all tasks without assistance as aides may not attend some events

Qualifications and Time Commitment:

- Experience with developmentally disabled adults a plus
- Time required:
 - Flyer creation: two hours every two months (requires experience with Microsoft Powerpoint or other publication software)
 - Stuff and mail envelopes: 8 hours every two months
 - Create chart, purchase all food, reserve party room: 5 hours each month
 - Attend/facilitate movie party – six (6) hours each month
- Minimum of three (3) months' commitment

Impact:

- Fun, good feelings for Coordinator, aides/volunteers and participants
- Facilitates outreach to individuals with developmental disabilities and those who care for and about them
- Facilitates to increase awareness of Community Advocates and its services