



VOLUNTEER JOB DESCRIPTIONS

Volunteer Coordinator: Manages the cycle of volunteers, including recruiting, training, scheduling, and recognizing volunteers to support organizational goals.

- will act as primary liaison, matching volunteer skills to needs.
- will maintain records of volunteers and provide a report on volunteer hours to the Board.
- will help with logistics at events.
- will maintain a volunteer database.

Time Commitment: Varies to meet the needs of the Guild. As the position evolves, it may require several hours per week.

Anthology Coordinator: Collects stories and poems to be published in the anthologies. Creates or obtains the cover design and interior matter. Publishes final product through Amazon.

Time Commitment: Work within the anthology's time frame. Submission: June 15 – August 15. Review of each story: Ongoing as received. Design and publication to meet a delivery date by the November Guild meeting. The collection of stories can take a few minutes per day. Stories should be reviewed by at least two people to ensure compliance with guidelines. Cover art may be AI-generated.

Short Story Contest Coordinator: Receives and catalogs each story. Selects judges and assigns stories for the first round of judging. The top five stories will then be given to a separate panel of four judges to rank order.

Time Commitment: Work within the contest's time frame. Submission: April 1 – May 30. First round of judging: June 1 – 30. Final round of judging to be completed by August 15. Note: Some flexibility may be allowed due to missed deadlines.

Cover Designer (Anthologies et. al. works): Utilizing Canva or other creative tools, create the anthology cover based on the selected theme. Note that AI may be used as an aide in this.

Time Commitment: Work within the publication dates. Once the theme is selected, several design options can be proposed, with final selection by the BOD. The final design depends on the book's size. Work with the Anthology Coordinator to meet the publication and distribution deadline of November 15th.

Don Argo Award Coordinator: Receives and catalogs each story. Selects judges and assigns stories for the first round of judging. The top five stories will then be given to a separate panel of four judges to rank order.

Time Commitment: Work within the contest's time frame. Submission: April 1 – May 30. First round of judging: June 1 – 30. Final round of judging to be completed by August 15. Note: Some flexibility may be allowed due to missed deadlines.

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Cocoa Village Event Worker: Assist in the setup and teardown of the Guild canopy and display. Represent the Guild throughout the Fair's run, either all day or a portion of it.

Time Commitment: The Fairs run the first full weekend of March, the second full weekend of May, the third full weekend of October, and the first full weekend of December. On Saturday, setup time is 9 AM and requires erecting the canopy and tables, plus setting up the Guild table display. At the end of the day (5 PM), we must move the tables to the center and lower the canopy. On Sunday, setup is at 9 AM. Raise the canopy and reset the Guild table. Teardown is at 4 PM. Assist in disassembling the display, lowering the canopy, and packing the leader's vehicle.

During the event, man the Guild table, promote our organization, and sell copies of our anthologies. Detailed instructions will be provided.