



### Logistics Chair

Logistics  
Chair

**Position Overview:** The Logistics Chair serves as the lead for all Friendship Walk day logistical needs and recruits and trains day of event volunteers to ensure an event that is safe, mission focused and fun for all. This position works with all committee members to ensure all components are planned.\*

**Responsible to:** Event Chair

**Planning Team:** Experience

**Qualifications:**

- Excellent organizational skills and attention to detail.
- Ability to create and oversee the execution of the event site map and flow.
- Flexible, adaptive and creative.

**Position Responsibilities:**

- Meet with the Event Chair, Vice Chair and Staff Partner to develop a plan and timeline that ensures volunteer recruitment goals and all logistical needs are met.
- Recruit and train Logistics Sub-Committee members, whose main responsibilities are to assist with providing seamless event experience and maximizing the event's capacity.
- Manage Logistics Sub-Committee meetings or check-ins to monitor progress and ensure everyone is on target to meet their goals.
- Work with the Event Chair to coordinate all vendors, including table and chair rentals, tents, portable restrooms, transportation, parking, equipment, balloons, start/finish line, staging and route needs.
- Work with the Sponsorship Committee to secure in-kind donations including water, refreshments and other critical onsite needs.
- Recruit and organize onsite volunteers to ensure there is enough support for key event areas.
- Ensure Walk route is exciting, motivational, entertaining and safe.
- Implement exciting start and finish line experiences.
- Plan for overall setup and breakdown of the event. Ensure that all supplies, materials and equipment are delivered to the Walk on time and promptly removed after the event.
- Ensure day-of volunteers, Logistics Sub-Committee members and other volunteers are appropriately recognized.

*\*Depending on the goals and needs of each Walk, Chairs may find it helpful to recruit train and manage Sub-Committees.*