

MOTHERS FOR CLEAN AIR EARTH DAY 5K VOLUNTEER OPPORTUNITIES – Fall 2007

The third annual Mothers for Clean Air Earth Day 5K is tentatively scheduled for April 19, 2008, but you can start helping now by volunteering for one of the coordinator positions below. A lot of work needs to take place months in advance, so e-mail mfca@mothersforcleanair.org or call 713-526-0110 and let us know how you want to participate.

Children's art contest coordinator – prepares contest rules and distributes to schools. Recruits judging committee to select winners. Works with awards coordinator to select awards. Works with post race party coordinator to conduct award presentations.

Sponsor coordinator – seeks major sponsorships for the event. Communicates with businesses, promoting and negotiating sponsorships, and obtaining logos and banners.

Race party coordinator – coordinates location, activities, set-up, take-down, and clean-up of race party. Works with refreshments, vendor, prizes, and awards coordinators.

Refreshments coordinator – solicits food donations from businesses and vendors. Follows health department rules. Arranges for delivery and set up of food. Works with race party coordinator.

Registration coordinator – responsible for registration forms and distribution, on-line registration, packet pick-up locations and set-up. Coordinates race packet assembly. Works with volunteer coordinator and communicates needs.

School outreach coordinator – communicates with schools about art contest, collecting pledges, teams, and registration. Works with children's art contest coordinator and team coordinator.

Team coordinator – prepares and promotes registration for teams at businesses, schools, and government offices. Works with school outreach coordinator and awards coordinator.

Prizes coordinator – seeks merchandise and service donations from businesses for door prizes and race packets. Works with volunteers, race party, and registration coordinators.

Vendor coordinator – recruits and communicates with appropriate vendors for race party. Works with race party coordinator for booth set up.

Awards coordinator – recommends and orders awards for individual runners and teams. Works with race party coordinator.

Education coordinator – develops clean air educational materials and activities for packets and race party. Works with race party coordinator.

Volunteer coordinator – responsible for recruiting, assigning, training, and organizing volunteers for the day of the event and activities leading up to the event.