**Volunteer Position Job Description – Milton’s Outdoor Seating Manager**

**Job Title: Milton’s Outdoor Seating Manager**

**Number of volunteers needed: 1**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:** The position of Milton’s Outdoor Seating Manager serves as the lead organizer for designing and building the outdoor seating area at Milton’s Brewing.

**Location:** Parking spaces (blocked off) immediately outside Milton’s Brewing

**Key Responsibilities:**

* Delegate tasks among team members based on their interest and abilities
* Ensure implementation of design / provide oversight and approval if implementation differs from design to achieve key goals and requirements outlined in project brief
* Provide leadership in design planning and materials/tools inventory
* Monitor overall timeframe to complete installation in the time allotted
* Support team members as needed for completion of tasks
* Coordinate any “take-down” or materials return at the end of the build

**Reports to:** Overall Managers

**Time Frame:** Thursday Sept. 14th 1:30pm-3:30pm

**Qualifications:**

* Skills in organization, leadership, communication and time management
* Ability to explain different tasks and delegate based on team member interests and strengths
* Level of comfort with designing small spaces
* Understanding of how to use different materials to create a space

**Dress Code:** Comfortable clothes for warm weather and physical movement, hat, sunglasses