

## **Hands on DC Event Co-Director Job Description**

Hands on DC is an all-volunteer, non-profit corporation that organizes an annual spring work-a-thon in the DC public schools and raises money to send DC public school students to college. Each year, two Event Co-Directors are chosen by the Hands on DC Board of Directors to serve jointly as chief executive officers for a one-year term. They are simultaneously appointed to the Board of Directors for three-year terms.

The Event Co-Directors have complete oversight of, and responsibility for the annual event. This includes but is not limited to:

- Structuring and choosing members of an executive committee to manage tasks related to the event.
- Recruiting and managing a larger organizing committee to run the event, including the planning of regular meetings to conduct business.
- Proposing an annual budget to the Board of Directors.
- Overseeing, through the executive and organizing committees, all day-to-day operations related to planning for the event, such as,
  - Raising funds to finance the event and college scholarships;
  - Working with DCPS to identify and select schools to participate in the work-a-thon;
  - Working with schools to identify projects and community organizations to participate in the event;
  - Recruiting teams of volunteers for event day;
  - Arranging for all necessary supplies;
  - Publicizing the organization and event with local media, individuals, and groups;
  - Promoting the mission of Hands on DC;
  - Handling all logistics related to moving supplies and volunteers to complete projects on event day;
- Developing leadership among Hands on DC volunteers.
- Completing an annual report, including evaluations of current year operations.
- Participating in governance issues as a member of the Board of Directors

Responsibilities do *not* include handling audits, insurance, and payment of bills, all of which are managed by the Board of Directors. The Board of Directors also assists with long-term relations with donors and other organizations (DC Cares, College Bound, etc.).

Event Co-Directors are selected before the end of August of each year and serve one-year terms from September 1 to August 31.

Event Co-Directors report to the Hands on DC Board of Directors.