

Pumpkin Patch Director

Purpose: to raise funds through the annual pumpkin patch in a way that develops relationships between FUMC, its partner organizations, outside volunteers, and the community at large.

Primary Tasks:

- 1) Oversee the planning, implementation, volunteers, and fundraising for the pumpkin patch
 - a) Serve as the liaison between the Pumpkin Patch organization and the church, before and during the Patch
 - b) Track and report all sales and other financial details as required by Pumpkin Patch and the church
 - c) Invite participation from a broad array of volunteers including church members, community partners, boy scouts, key clubs, NHS groups, etc.
 - d) Ensure the Patch is staffed by volunteers for unloading and open hours
 - e) Follow all policies and procedures regarding fundraising and volunteer work
- 2) Advertise the open hours and any events held in the Patch
- 3) Coordinate visits for local schools or other groups interested in touring the Patch

Broad Areas for Development:

- 1) Encourage and facilitate connections between partners and members of RFUMC
- 2) Explore connections with local businesses for sponsorships (such as photo booths, decorations, or specific events held in the patch)
- 3) Create avenues for events and community connections to take place throughout the year

Skills and Attributes:

- 1) Logistics - this employee must be willing and able to maintain complex volunteer schedules, coordinate setup and clean up needs, track financial details, and pay attention to details.
- 2) Hospitality - this employee must be welcoming and friendly to our members, community partners, and guests
- 3) This employee must be committed to the mission of the church.

Hours and Compensation:

- 1) \$15/hr
- 2) Up to 240 hrs per Pumpkin Patch Season
 - a) 5-20 hrs a week in Aug-mid Sept (prior to opening)
 - b) Up to 40+ hrs a week in late Sept-Oct (while Patch is open)
 - c) 5-20 hrs a week clean up in Nov