

**Hosanna House, Inc.**  
***“A place called hope!”***  
**2010 Signature Events**

**Volunteer Job Description**

**2010 Signature Event:** Shadyside Presbyterian Church Golf Outing

**Purpose/Goal:** This is a charity golf outing benefitting Hosanna House, sponsored by Shadyside Presbyterian Church. Open to all, the event includes an 18-hole scramble, dinner and silent auction. Sponsorships are also available and all proceeds are tax deductible. This will be the 11th year for this event

**Title/Position:** Sales Leader

**Positions Available:** 2

**Key Responsibilities:** Organize sales team. Develop and implement sales plan. Monitor and track sales. Maximize resources and manpower. Provide periodic reports to the Executive Advisory Committee throughout the planning phase. Monitor and adhere to budget allotted for event.

**Contacts:** Community connections, specifically businesses, schools, and non-profit organizations.

**Commitment:**

- March 2010 through September 2010
- Monthly meeting with HHI Executive Advisory Committee until execution of the Golf Outing event.
- Regularly scheduled meetings with your respective Event team until execution of event, minimally twice a month.

**Required Skills:**

- Primary – Sales, team leadership, communications, and organization.
- Secondary – Budgeting, interpersonal relations and bookkeeping.
- Computer – Software: Word, Excel, and PowerPoint

Contact Jeannette Dawson at 412-342-1336 for additional information.

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