BEVERAGE COMMITTEE COORDINATOR
Role Description

Purpose:

The Beverage Committee manages on-site operations, purchasing and operational set-up and management of the beverage gardens during Pride Week.

Term of position and hours per week required:

There are three Coordinators on the Beverage Committee. Each Coordinator is appointed to a two-year term, and each position requires a commitment of approximately 4-8 hours per week from August through to February, and approximately 20 hours per week from March through to June.

Responsibilities:

- Reports to the Event Logistics Manager
- Liaises with the Event Logistics Manager and Associate Director to obtain liquor licences, and manages the relationship with the AGCO
- Liaises with the other committees involved in the weekend festival operations and collects the information necessary to place the order for water
- Places orders for beer, liquor, mix and ice
- Liaises with the Ice Man for ice and water distribution over the weekend
- Puts out a tender and selects a catering service to serve in the beverage gardens
- Orders all beverage garden supplies, including reefer trucks
- Works closely with the Site, Programming, and Street Fair regarding the layout of the beverage gardens
- Helps recruit and train Committee Members who become beverage garden managers, ensuring that they are all Smart Serve trained

This list covers the sum of the Committee's responsibilities, which are to be split between the three Coordinators, and completed with the help of other Committee Members as appropriate.

Outline of responsibilities as a Coordinator with Pride Toronto:

1. Demonstrates and supports Pride Toronto's Mission, Vision, Values and Strategic Direction
2. Works as a team member with the other Committee Coordinator (if applicable), staff and Board Members
3. Manages the Committee by
    - Creating and facilitating the work of the Committee; working with the Volunteer Program Manager to find suitable volunteers to work on the committee

- Maintaining and updating the work plan on monthly basis
- Holding regular Committee meetings, arranging agendas, notifying participants, maintaining meeting minutes and storing records of meetings in the appropriate folder on the Pride Toronto server
- Submitting personal and Committee time sheets to the Volunteer Program Manager monthly
- Managing any issues that arise within the Committee, and updating staff liaison on the progress of the Committee
- Defining roles and responsibilities for all Committee members/volunteers and providing training where necessary with staff support
- Updating and maintaining Committee training manuals with staff support
- Ensuring open and timely communications with other Committees

4. Manages the Committee Budget, adhering to the following requirements:

    - Before purchasing products a written quote must first be secured
    - A written contract must be completed for products or services
    - Coordinators do not have the authority to bind Pride Toronto to any contracts without staff approval
    - Written approval is required from a Pride Toronto staff member before making a purchase exceeding $100

5. Mentors potential future Coordinators
6. Attends monthly Pride Toronto Coordinator Meetings and prepares Budget updates, Workplan updates and general Committee updates in advance of those meetings, and submits these updates to staff liaison
7. Provides an end-of-year summary report and attends a debriefing meeting with staff
8. Attends workshops/training sessions that are provided
9. When possible, attends Pride Toronto General Meetings

Skills required:

- Must be 18 years of age or older and have a Police Records Check completed (please see the PRC Volunteer screening policy).
- Excellent organizational and time management skills
- Experience in the beverage industry
- Smart Serve Trained an asset
- Ability to lead and motivate a team of volunteers
- Community-minded

Pride Toronto Mission:

Pride Toronto exists to celebrate the history, courage, diversity and future of Toronto's LGBTTIQQ2S* communities.

**Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Queer, Questioning, 2 Spirited*

Application process:

Please submit your resume to:

Pride Toronto
Erin Kelly
Volunteer Program Manager
Volunteer_program@pridetoronto.com

Tel: 416-927-7433 ext. 227
Fax: 416-927-7886

Pride Toronto adopts and upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.