

Volunteer Position: LuMind IDSC Family Weekend Coordinator

The Family Weekend Coordinator oversees and assists in planning the LuMind IDSC Family Weekend event at a Great Wolf Lodge. Collaborating with the Community Programs Director, they play a crucial role in executing the event's vision for consistency across all locations, and promote the values, mission, and culture of LuMind IDSC.

LuMind IDSC's mission is to accelerate Down syndrome research to increase the availability of therapeutic, diagnostic, and medical care options and we empower families through education, connections, and support.

Required Volunteer Duties:

- Serve as the face of Family Weekend and LuMind IDSC to the local community and online.
- Encourage families to join the site-specific private Facebook group and promote room sales, peer-to-peer fundraising opportunities, and overall participation.
- Coordinate local event volunteers to assist with executing the family weekend.
- Plan event within the set budget, with approval from the Community Engagement Team.
- Attend volunteer training sessions and participate in monthly check-ins.
- Oversee on-site event operations, including setup and event day. Serve as the primary point of contact for attending families. Communicate any questions or concerns to the LuMind IDSC Community Engagement staff.
- Research and recruit event exhibitors/vendors that enhance the overall event experience and provide all contact and contract information for each vendor/exhibitor to the Community Engagement Team.
- Using LuMind IDSC tools and templates, secure local in-kind donation requests.
- Ensure there are volunteers for the registration table on Friday and Saturday and a monitor for the site's Saturday evening Dance party.
- Set up the LuMind IDSC information table, hang and/or display event signage, assemble goodie baskets, coordinate t-shirt orders, and present LuMind IDSC video during meals.
- Participate in a post-event wrap-up meeting and survey.

Qualifications/Requirements:

- Previous event planning experience is preferred, with the ability to work within a budget.
- Ability to follow the vision directive provided by LuMind IDSC with fidelity.
- Review and sign a non-disclosure agreement and agree to the requirements of working within a LuMind IDSC family weekend email address.
- Ability to work positively and professionally with other event volunteers and key staff.
- Flexibility and adaptability to navigate changes throughout the planning process.
- Connection to, or interest in, the local Down syndrome community.
- Pass a required background check.

Event Coordinators who meet the above requirements will receive a free two-night stay at Great Wolf Lodge during Family Weekend. (Minimum # of Room Night Sales will no longer be a requirement)