



**American
Red Cross**

MCB Butler
Okinawa, Japan

Event Team

Thank you for your interest in joining the MCB Butler American Red Cross Event Team. We look forward to meeting you and working with you. Let us know what position you are interested in filling and we can arrange a time to meet and prepare you for the position. Thank you, MCB Butler American Red Cross Event Team!

Food & Beverage Manager

- **Responsibilities:**
 - Work with Event Lead and Team to execute National and Local Red Cross themed Events.
 - **Coordinate with American Red Cross MCB Butler money holders to budget and coordinate food and beverages for events.**
 - **Insure food and beverages are set up in a presentable and clean format for events.**
 - Meet with the Event Team regularly to stay informed about upcoming events, classes and other need to know projects hosted through the Red Cross.
 - Uphold National and Local Red Cross Brand Standards and Goals.
- **Commitment:**
 - Anticipate an average of 1 to 5 volunteer hours per week.

Decor Manager

- **Responsibilities:**
 - Work with Event Lead and Team to execute National and Local Red Cross special events.
 - **Decorate for events and prepare other essentials such as award gifts, give-aways, etc.**
 - **Insure that decorations and space are photo and video worthy.**
 - Meet with the Event Team regularly to stay informed about upcoming events, classes and other need to know projects hosted through the Red Cross.
 - Uphold National and Local Red Cross Brand Standards and Goals.
- **Commitment:**
 - Anticipate an average of 1 to 5 volunteer hours per week.

Event Volunteer Coordinator

- **Responsibilities:**
 - Work with Event Lead and Team to execute National and Local Red Cross events.
 - **Check volunteers in and assign them to their tasks for preparing for an event.**
 - **Recruit and help find volunteers for events, keep track of who will be coming and what they are assigned to do.**
 - Meet with the Event Team regularly to stay informed about upcoming events, classes and other need to know projects hosted through the Red Cross.
 - Uphold National and Local Red Cross Brand Standards and Goals.
- **Commitment:**
 - Anticipate an average of 1 to 5 volunteer hours per week.