



***Mountain Post Santa's Workshop***  
***3<sup>rd</sup> VICE PRESIDENT***  
***Toy buyer***  
***Position Description***

**DESCRIPTION OF DUTIES:**

- Is responsible for the purchasing of toys.
- Will maintain an MPSW debit card.
- Will assume the 2<sup>nd</sup> Vice President's responsibilities in his/her absence.
- Provides a report of all activities within his/her scope of responsibility.
- Attends all Board Meetings.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

**TIME COMMITMENT:**

- Approximately 10 hours per month.
- Monthly hours will vary depending upon activities.
- The busiest months are October-December.

**LENGTH OF COMMITMENT:**

- Board Year running 1 April-31 March

**WORK LOCATION:**

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for shopping and fund-raisers.