



Volunteer Position Title: Refreshments Coordinator, Berkeley Speaker Series

Reports to: Speaker Series Coordinator

Background: Golden Gate Audubon's monthly Speaker Series in San Francisco and Berkeley features slide-show lectures by renowned naturalists, photographers, ornithologists, international travelers, and other fascinating speakers. Every other month, the series meets at the Northbrae Community Church in Berkeley, CA. The program runs from 7pm to around 9pm. From 7pm to 7:30pm, we offer a socialization time when audience members can mingle, purchase from the nature store, and snack on refreshments. Golden Gate Audubon provides the refreshments for free, just as the program itself. We enjoy having a volunteer who can put the personal touch to the food and we find that audience members enjoy it more.

Position Description: The Refreshments Coordinator is in charge of planning and implementing the Speaker Series snack. Food can range from cheese and crackers to homemade pie. Golden Gate Audubon provides a budget of \$50 per series night for the food and drinks. Since the program is fee and registration free, the audience can range from 20-100 people, depending on the presentation. (More money is allowed for known large presentations). Golden Gate Audubon provides plates, utensils, cups, napkins, and other serving items.

Skills/Requirements: Golden Gate Audubon is seeking someone with an interest in the Speaker Series programs and its audience members. The coordinator does not have to be a caterer, but simply someone who enjoys preparing food for small to medium sized parties. Given the budget for the refreshments, creativity is a plus. The Berkeley Speaker Series is always on the third Thursday of the month, every other month. The months change from year to year. We do ask that this person be available most event nights.

If this person is you, please contact Jennifer Maddox, Volunteer Coordinator, at 510.843.9374 or jrobinson@goldengateaudubon.org.