

SAN ANTONIO 110 - OPEN POSITIONS:

(most important ASAP positions are highlighted, but any and all appreciated)

REGISTRATION/PARTICIPANT

Registration/Participant Director and Assistant Director

Both Director and the Assistant Director will together oversee and manage the registration process and participant organizing and inquiries. Includes setting up, managing, and maintaining the online registration platform and necessary participant lists. Answering participant questions. Registration related social media. Registration input, updates, and needs in Planning Committee meetings and to Event Director as needed. Plan and oversee Participant Check-in process, tables, volunteers, and other pertinent event day needs. Preferred/helpful: experience in similar task and/or has volunteered at our check-in tables in past years. Director position must be willing to be a leader, good organization skills, basic excel/computer skills, and once comfortable look to improve upon our current systems in place. As well as work well in a team with the other division leads. Registration division is managed primarily by these two positions. Assistant Director must be willing to learn their Director's responsibilities should the need arise.

Inter-agency Director

Oversee and email event info, advertising, promotions, flyers, distribute marketing materials, etc to Fire, Law Enforcement, and other agencies regarding our event. Performing reach-out to new agencies. Acting as a liaison between us and the many departments and agencies interested in and participating in our event and cause.

LOGISTICS

Logistics Director and Assistant Logistics Director

Two positions. Logistics division oversees all of our inventory, storage unit, and assessing and acquiring (informing needs to purchasing manager) all of the physical needs for the event each year. As well as coordinating and overseeing the transport and/or deliveries of all physical items to and from event day venue leading up to and on event day. Managing all inventory and items to designated locations on venue grounds at event. Working with moving company and their personnel to achieve logistical needs. Assistant should be willing to learn their Director's responsibilities (if we obtain two for division) should the need arise to fill in. Maintaining inventory, acting as an Inventory Manager, and assessing annual needs for purchase, will be a primary role for assistant should have two persons. Access to storage unit on regular basis during planning months (storage unit is located in 78232 area).

SPONSORSHIP/FUNDRAISING

Assistant Sponsorship/Fundraising Director

Work under current Sponsorship director to help manage the Sponsorship Division. Assist with Sponsorship needs (prospecting, paperwork, managing spreadsheets, seeking and securing any needed in-kind donations, etc) well as any additional fundraising needs and new ideas. Willing to learn their Director's responsibilities to step in should the need arise. The Sponsorship/Fundraising division is primarily run by these two personnel.

OPERATIONS

Support Coordinator

Seek out as needed, secure, manage and oversee, all outside support needed for event day. This includes, for example, Pipe & Drum, Honor Guard, Photographers, annual Ladder Truck/agency, a full list of necessary support positions required for our event day operations. Will be overseen by Operations Director and Assistant Ops Director.

Event Day Operations: Grounds, Stairwell, Observation Level, Parking

One to two positions (main and/or assistant/backup positions) in each area. Oversee and manage set up, tear down, and all activity in the designated area on event day. Must be able to both take and give orders and help oversee multiple volunteers during set up/tear down and all proceedings and operations during the event. These positions, once trained, are mostly just event day and a few days of tasks prior to.

MERCHANDISING/DESIGN

Director of Merchandising/Design/Sales and Assistant

One to two persons. Work with (and help acquire if future need) designer for annual design work and all merchandising. Work with our current T-shirt company to produce shirts with annual design. Find and design our annual

“freebie” participant gifts as needed. And assist with any other merchandising needed each year and work within deadlines doing so. Coordinate both acquiring and dispersal/sale of SA110 items. Oversee Event Day T-shirt/Merch table (“Don/Merch”) and volunteers, selling our shirts and any other merchandise/donations. As well as setting up needed electronics, wifi, and payment processes prior to and on event day. Coordinate with Afterparty coordinator for merchandise sales at afterparty. Assistant Director will be the secondhand to this Director. These are new positions on the planning committee although processes are already in place for these needs currently handled by various different individuals. Leadership skills, creative eye for design portion if able, and ability and eagerness to organize this new position for us. These two positions can, as they organize this new committee division, decide who should do what and work together to ensure these needs are fulfilled and operate smoothly. The Assistant, and vice versa, should work closely to know how to step into each role and fulfill each others duties should the need arise. At very least we need someone to learn to assume responsibility overseeing the event day Donation/Merch (T-shirt) table on event day.

VOLUNTEER

Assistant Volunteer Director

Work with and under current Volunteer Director. Assist this director in all Volunteer Division duties as needed such as community reach-out and organizing all of the event day volunteers needed for each Division Director’s event day personnel needs. Obtain any and all human resource volunteers for any needs outside of event day also (set up assistance in days prior, etc). SA110 uses approx 100 volunteers of varying capacity and requirements (ie: Paramedic, very physical assistance, etc). Assist the Volunteer Director in any needs to provide these needs for event day and SA110. Assist on event day in directing and redirecting volunteers to other areas and other event day Directors division needs. Must be willing to learn all Volunteer Director’s roles and responsibilities to step up and fulfill as or if needed.

Volunteer/Security Check-in

Work under and with Volunteer Director/Division. Oversee and manage check-in of our Volunteers and personnel on event day morning. First to arrive on-site on event day to set up and check everyone in and assign them their security tags, quickly train and oversee their assisting volunteers, etc.

AFTERPARTY

Assistant After-party coordinator

Assist after-party event, SA911 Brotherhood Brew Bash, held at Alamo Beer, immediately following climb. Assist coordinator with any needed organizing, planning, and execution of our efforts in the event. Shadow and learn so as to step in and take over any and all aspects for current coordinator should it be necessary or in future.

EVENT DIRECTOR

Assistant to the Event Director/Admin

Assistant to the SA110 Event Director. Duties vary greatly. May be only portion of listed below. The more the better but may branch into multiple positions. Online information and purchasing/pricing research, errands, scheduling of meetings/appts, meeting note-taking, managing our social media and posts, emails, miscellaneous tasks as needed to help Event Director to assist time management. Must be familiar with, or comfortable to easily learn, online platforms such as document sharing/storing (ie: Google Drive), and others we may implement in future, and social media (aka online saavy). Also be somewhat proficient in basics such as Word and Excel. Also Event Director’s Assistant on event day itself. Future Admin duties may include creating and updating documents/policies, accounting, spreadsheets, misc banking, assisting with managing more purchasing, etc. Not all of above listed (admin) will be necessary. Will assess as person evolves into position. Initial role, first year, is to simply take some of the smaller but sometimes time-consuming miscellaneous tasks, especially online and emailing tasks, off Event Director’s plate and act as Assistant as needed.

ADDITIONAL NOTES: Committee Commitment and non-disclosure agreement may be required for some positions. Minimum three year commitment requested and commitment to train/transition new person into role if needed. This is why we desire to have at least two in some division positions though so as to be able to easily transition if needed. Meetings twice per month, mostly over zoom on weekday evenings beginning in May, required for Director/main division lead positions. Some misc tasks may begin in April. And planning season ends October (unless end of year/off-season tasks). Some positions may sound daunting but keep in mind this is why our goal is to always have two people for the tasks. Many positions only require a few hours work per week, different times during planning process vary more or less. Most positions require ability to be on-hand assisting with event day and so will not be able to participate/climb in event. We do a separate Committee Climb to pay tribute pre or post event. All positions, our entire committee, are 100% volunteer. Many positions are Director level Committee positions, some as assisting positions. All positions do require a level of work. Some more than others. It takes every division performing their work efficiently for every other division to be able to do so as well. We all rely on each other as a team. Being able to roll with the punches, problem solve, take orders from others as needed, humbly accept critique to improve, stay positive and adapt while under stressful situations, and passion/love for our end goal and what we do is a must. :) We are already in our planning stages this year so need to be able to step into position training as soon as possible.

TO SUBMIT FOR ANY LISTED POSITION:

Please email admin@sanantonio110.com with:

Name, phone, email, and any Agency affiliation (if applicable)

Position(s) interested in or preferred (or note if open to multiple) and possible workload/time capabilities or obstacles

Any experience or skills you feel are fitting to position(s) or our committee and planning

Past experience volunteer/participant with the San Antonio 110 9/11 Memorial Climb

If you already emailed interest last year we are looking back for those. It is helpful if can forward it or new email along with any new info or interest and let know that you reached out last year.

Above all, THANK YOU! We have succeeded in a 100% volunteer committee for 11 years and we appreciate each and every one of those who play their part, big or small, to help us achieve our tribute to our fallen heroes each year!