



Spring Volunteer Position Descriptions
CSB Community of Volunteers: Boutique TEAM

Petit Ballet featuring *The Secret Garden* and Gala Performance featuring *A Midsummer Night's Dream*

All volunteers must be at least 16 years old and complete a background check.

Position Title: Boutique Sales TEAM

Schedule: Time commitment is approximately 4 ½ hours per performance.

Number Needed: 6 per performance

Position Description

The volunteer for the boutique sales position is responsible for arriving 1½ to 2 hours prior to the performance start, checking in with Volunteer Check-In/Floater, selling boutique items, wrapping and organizing boutique items, taking money and giving change when necessary, and passing the boutique table to a CSB supervisor 45min-1hr after the show's conclusion. Volunteers for the first performance of a weekend will also be responsible for setting up the boutique tables (gifts, flowers, and concessions). Volunteers for the last performance of a weekend will be responsible for packing up all unsold merchandise. A boutique volunteer cannot leave the boutique table unattended. If your child is performing, please plan out the watching schedule with the other boutique volunteers and only enter the auditorium for your child's section so that you may watch his/her performance. Boutique TEAM includes gifts, flower sales, concessions sales, and DVD table. Business-casual dress is preferred for boutique sales positions. Training is available.

Position Title: Boutique Inventory TEAM

Schedule: Time commitment is approximately 4 hours per inventory session.

Number Needed: 3 per inventory session

Position Description

The volunteer for the boutique inventory position is responsible for assisting with preparing inventory to be sold by counting items, ensuring all items are priced and included in our point-of-sale system, and packing items for storage or transport to venues. After an event, the boutique inventory team will meet to recount all items and verify that the correct number is in our point-of-sale system and all items counts. Volunteers may sign up for one or more sessions. Training is available.