



Administrative Volunteer Member Posting

Date Posted: 07/01/2026

Position Title: Events Coordinator

Classification: CCSARS Member

Department: Events & PSAR

Reports To: CCSARS Officers

Schedule: Part Time/ Self-Determined

Position Summary

The Events Coordinator plans, organizes, and coordinates approximately 10–12 annual events for Chaffee County Search and Rescue South (CCSARS). Working closely with team members and community partners, the Events Coordinator recruits volunteers, coordinates event logistics and resources, and helps ensure successful events that support the team's outreach, fundraising, and public service mission. The position is open to individuals with strong organizational and communication skills and does not require prior search and rescue experience.

Essential Duties & Responsibilities

- Coordinate the planning and execution of approximately 10–12 annual team events, including community outreach, public education, and fundraising activities.
- Recruit, organize, and communicate with volunteers to ensure each event is adequately staffed.
- Identify and support volunteer event leads to build organizational capacity and distribute responsibilities across the team.
- Serve as the primary point of contact with event organizers and coordinate event logistics, equipment, and team participation.
- Periodically evaluate existing events and new opportunities to ensure they align with CCSARS priorities and provide recommendations to the Officers regarding team participation.
- Maintain event information, schedules, and after-action notes to support continuity from year to year.

Knowledge, Skills & Abilities

- Strong organizational and time management skills.
- Ability to communicate effectively with volunteers, community partners, and event organizers.
- Ability to recruit, coordinate, and support volunteers in a collaborative environment.
- Ability to delegate responsibilities and work collaboratively with others.
- Reliable, self-directed, and able to manage multiple events and priorities.

Minimum Qualifications

- Experience in event planning, volunteer coordination, or a related field is preferred but not required.
- At least 18 years of age.
- High school diploma, GED, or equivalent.

Member Requirements

- Work with a CCSARS Mentor
- Attend Prospective Member training to learn CCSARS policies and procedures
- Attend 3 monthly Monday Training/Business Meetings and/or Field Trainings within 5 months.
- Complete FEMA IS100 and IS700 courses online.
- Maintain the following medical certification/ licenses:
 - First Aid or higher
 - CPR/AED through AHA, ARC or other recognized teaching organization which includes both classroom/online and hands-on testing.
- Adhere to the following minimum participation levels:
 - Attend 6 Monday Training/Business Meetings per year.
 - Attend 4 Saturday Equipment Checks per year.
 - Attend 2 Field Trainings per year.

Equal Opportunity Statement

CCSARS is committed to providing equal volunteer opportunities for all individuals regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.