



# Port Fish Day, Inc.

PO Box 564

Port Washington, WI 53074

**First Aid/Fire Department Chairman**

[info@portfishday.com](mailto:info@portfishday.com)

## Organization Mission

Port Fish Day, Inc is a 501(c)(3) non-profit charitable organization of volunteers dedicated to celebrating the citizens and history of the city of Port Washington, WI and support the civic organizations that support the city.

The civic organizations supported by Port Fish Day, Inc are:

- Ozaukee Lodge #17 F&AM
- Port Washington Lions Club
- Port Washington Rotary Club
- Port Washington Yacht Club
- St John's Mens Club
- VFW Post #7588

Port Fish Day is held on the 3rd Saturday of July every year in the harbor area of beautiful Port Washington, WI.

## Position

This person serves as the point of integration within the Fish Day Committee to drive consistency of First Aid and Fire Department involvement at Fish Day.

## Tasks

### General Tasks:

- Oversee the festival's goals and objectives as it related to the involvement of First Aid and Fire Department at Fish Day.
- Oversee the festival's tasks to ensure that the First Aid and Fire Department involvement stays on track during its planning and implementation stages.
- Unless otherwise decided, act as the official spokesperson of the First Aid and Fire Department involvement at Fish Day.

### Planning/Preparations:

- Prepare a manpower plan for both the planning and implementation phases.
- Prepare a Plan of Action for site preparation.
- Prepare budget proposal for approval by the Fish Day Board of Directors.
- Prepare a plan and facilities schedule for setup, event day, and take down.
- Participate in the Grounds Walk-Thru coordinated by the Grounds Chair.
- Conduct site setup.
- Develop a site maintenance plan.
- Acquire site materials as approved and required (i.e. tent/camper, fencing, chalking, tables).

### Your Committee:

- Determine manpower needs for First Aid and Fire Department involvement volunteers including planning and implementation phases.
- Identify organization(s) to man the First Aid station(s) on Fish Day.
- Coordinate with the organization(s) manning First Aid station(s) and Port Washington Fire Department on other activities that they are willing to support (i.e. water soccer, volleyball tournament, fireman's water battle).
- Responsible to secure volunteers to assist, as needed.
- Responsible for the conduct of all First Aid and Fire Department volunteers.
- Share pertinent Committee information with your volunteers.



**Monthly Planning Committee Meetings:**

- Attend monthly Planning Committee meetings or request permission to be absent from the General Chairman.
- At monthly Planning Committee meetings arrive on time, come prepared, participate, and act professionally.
- Keep an open line of communications with all other Fish Day Planning Committee members.
- Prepare a First Aid and Fire Department involvement report for each monthly Planning Committee meeting.

**Skills**

**Required Skills:**

- Commitment to the vision, mission, and goals of Port Fish Day, Inc.
- Ability to establish a strong working relationship with Port Washington Fire Department.
- Ability to establish a strong working relationship with area healthcare organizations to man the First Aid station(s).
- Strong communication.
- Willingness to collaborate and incorporate the ideas of others.
- Willingness to lead a team.
- Able to work within a budget.

**Nice to Have Skills:**

- Demonstrated experience with speaking to diverse group of people.
- Basic computer skills including use of email, word processing, and spreadsheets.
- Basic knowledge of social media tools such as Facebook.
- Willingness to speak on an as-needed basis to promote Port Fish Day.

**Schedule**

Prepare for and participate in the Monthly Planning Committee meeting held the 2<sup>nd</sup> Thursday of every month at 7:00pm.

6-9 Months Prior to Port Fish Day work with Port Washington Fire Department and area healthcare organizations to identify what will be offered on Fish Day. Coordinate, as identified, any activities that they are willing to support.

0-6 Months Prior to Port Fish Day respond to emails and other communications regarding questions from potential participants. Participate in the Grounds Walk-thru coordinated by the Grounds Chair.

1-3 Months Prior to Port Fish Day solicit for volunteers.

Day prior to Port Fish Day hold volunteer training session (if needed).

Port Fish Day available to assist the First Aid station(s) and Fire Department(s) as needed.

**Screening**

Must be able to successfully pass a background check.

**Last Updated**

August 12, 2019