



STEPS FOR LIFE DAY OF EVENT SQUARE PAYMENT PROCESSOR COORDINATOR

Reports to: Registration Lead, Committee Chair/Co-Chairs

Interacts with: Threads of Life staff, Committee Volunteers, day of event volunteers, event participants.

Time Commitment: The Steps for Life Square Coordinator will complete training in the use of the Square that would require a maximum of 1 hour, and will contribute a maximum of 3 hours on event day.

Responsibilities:

- Complete training in the use of the Square through Threads of Life online training modules.
- Provide details about the device to be used on walk day.
- Download the Square Application software onto the specified device for use on day of event.
- Accept delivery of Square Payment Processor and return it to event Chair at the end of the event.
- Work with the Logistics and Registration Leads to ensure there is adequate Wifi and or cell service reception to operate the Square.
- Join the Steps for Life committee online chat group to stay up to date on activities.
- On walk day, process credit card transactions using Square.

Suggested skills/experience:

- Comfortable using technology and able to answer questions from participants about the Square.

Requirements:

All new volunteers must complete a volunteer application form.

Device requires access to a data plan.

Threads of Life is a national charity supporting families who have experienced a workplace fatality, life-altering injury or illness. Our mission is to help families heal through a community of support and to promote the elimination of life-altering workplace injuries, illnesses and deaths.

Steps for Life is the primary fundraising event for Threads of Life. Steps for Life walks, which are planned by volunteer committees, take place across the county.