

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Book Fair Coordinator (Elementary)

Overall Job Description: Oversee all aspects of book fair ordering, promotion, volunteer recruitment and supervision, set up, tear down, and receipts.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Plan, in coordination with Sandra Morrow, the book fair theme. Promote the fair to school community and work with Scholastic to order books and materials.
2. Recruit, organize, and supervise volunteers for week-long sale, including set up and tear down.
3. Document work to pass on to future Book Fair Coordinators.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Written, oral, and computer communication skills.
- Scheduling, organizing, and supervising volunteers.

Written By: Lynn Petrik

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