

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Capri Sun/Campbell's Labels/Paper Recycling/Cartridges Coordinator

Overall Job Description: Responsible for overseeing and supervising the collection and redemption of Capri Sun pouches, Campbell's labels, paper for recycling, and printer ink cartridges.

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

1. Clean and prepare Capri Sun pouches from cafeteria and family drop-off collection for redemption
2. Organize occasional contest to give students incentive to save Capri Sun pouches from home
3. Obtain prizes or rewards for Capri Sun contests
4. Distribute new collection paper for Campbell's labels
5. Collect Campbell's labels and prepare to mail in for redemption
6. Organize regularly scheduled paper parties for adding paper to recycling dumpster
7. Regularly monitor the paper level in the dumpster and call for a pickup when the dumpster is full
8. Obtain prizes or rewards for incentives for the paper parties
9. Research to find the best place to recycle printer cartridges and recycle them on a regular basis
10. Recruit and organize volunteers to help with these duties and make sure that their volunteer hours are recorded and given to VIP Program Coordinator
11. Document work to pass on to future "no money" fundraiser 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:

- Organization and Planning Skills
- Ability to coordinate projects throughout the entire school year

Written By: Denise Riley

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