

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: School Supply Coordinator

Overall Job Description: Responsible for overseeing and supervising the compilation of school supply lists and school supply pack ordering

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

1. Begin contacting teachers in January to ask them if they have revisions to their previous school supply list.
2. Contact school supply vendor to begin the process of pricing packs for each class and to make shipping arrangements
3. Distribute ordering information and school supply lists to families
4. Man table at registration to distribute packs that were ordered
5. Document work to pass on to future School Supply 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
- Written and Verbal Communication Skills
- Detail-oriented Nature

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