

**Brentwood Christian School**  
**VIP Coordinator Job Description**

**Leadership Title:** Uniform Resale Coordinator

**Overall Job Description:** Oversee all aspects of uniform resale, including email and written communication with PTF and all parents, recruiting and organizing volunteers for set up, working the sale, organizing the left over items and returning them, documenting sales per family, figuring monies and working with PTF treasurer to get checks distributed.

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

1. Reserve BOCC parlor or other area for sale and secure workable date on the BCS calendar.
2. Advertise sale with posted flyers, email and permission for front lit school sign.
3. Recruit, organize, and supervise volunteers for : set up, organizing garments, cashiering, keeping tags ordered and tallied, breaking down sale, return of items to families.
4. Tally monies earned by each family and getting funds distributed, with 10% going back to PTF.
5. Document work to pass on to future Uniform Resale 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:**

- Organizational skills
- Working with money and basic math
- Requires block of time for resale set up, working sale all day, break down, tallying monies etc

Written By: Lynn Petrik

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