

Volunteer Position Job Description

Job Title:

Spirit Wear Coordinator

Purpose:

To oversee the Spirit Wear Program

Location:

Crescent Park School

Key Responsibilities:

- work with PAC and vendors to determine Spirit Wear offerings
- work with vendors to design and produce Spirit Wear
- approve art work and press print samples
- Manage ordering and printing process to optimize cost savings with vendors
- Communicate Spirit Wear offerings, order process and deadlines to students and parents
- Collect orders and payments and keep records
- Follow PAC Money Handling Guidelines
- Oversee cinch bag program ensuring new students are accounted for
- follow up on incorrect orders, inventory all incoming orders and ensure delivery
- Submit report to PAC summarizing Spirit Wear Program

Reports to:

PAC

Length of Appointment:

One year

Time Commitment:

A few hours a week for the first month of each term.

Qualifications:

Knowledge of local vendors. Ability to solve problems, work independently and turn around orders quickly.

Support: