

Library Book Fair Coordinator



Purpose: Each year, Scholastic Books sells books at school. The children have an opportunity to purchase books and items. Profit from the sale funds library/media.

Job Responsibilities

- Coordinate with Library Inventory Chair to determine the number of book fairs and dates.
- Organize book fairs consisting of contacting Scholastic to organize drop-off, pick-up of books; organizing set up, decorating, and take down; getting volunteers to staff book fair; being responsible for collecting money, accounting, depositing money with treasurer; making sure Scholastic is paid; working during book fair. Additional hours given for working fair.

Fiscal Responsibility: Collection of money; deposits, preparing paperwork for payment to Scholastic

Hours recording procedure: Hours are recorded after each sale

Hours earned: 10/Fair

Reports to: Library Inventory Chair

Selection Process: Elected by the General Membership

Term: August 15 to June 30

Candidates

Revised 4/10