

JRES PTA - Job Description

Cash For Trash Coordinator

Cash For Trash Coordinator Duties

- Have regularly access to a computer.
- Attend board meetings and participate in discussions and decision making.
- Collect from teachers monthly.
- Submit box tops bi monthly and/or when deadline is March 1 and December 1.
- Submit other items as needed.
- Keep a monthly count for each class of each category (spreadsheet).
- Take soda tabs to Ronald McDonald House as needed.
- Send monthly report to VP of Fundraising.
- Create flyer for Back To School.
- Monthly prizes for highest box top class. End of year prize for highest class overall for the
year

- Maintain a file of all your work.
- Attend PTA sponsored events.
- Other duties as assigned.