

JRES PTA

Spirit Coordinator Job Description

Spirit Coordinator works under the Vice President of Fundraising

Spirit Coordinator Duties:

- Communicate (when needed) with the spirit wear company
- Keep inventory of on hand spirit wear/bring to events to sell at PTA table
- Communicate with Vendors to set up spirit nights
- Prepare advertising for spirit nights:
 - Make sure flyers are received from vendors/or create one if needed.
 - Collaborate with Spanish Speaking Liaison to translate flyers
 - Send all flyers to President for printing minimum of three weeks prior to event
 - Count out and prepare flyers/stickers for student distribution.
- Attend Spirit Nights when possible- Decide on any promotions at the spirit nights (raffles, door prizes, pta information, etc.)
- Attend PTA meetings when possible
- Update the VP of Fundraising/ President monthly: sales, donations, earned monies, spirit wear inventories, etc. Via emailed report/spreadsheet, or phone conversation