



JUNIOR LEAGUE OF BUFFALO

Women building better communities

JOB DESCRIPTION

Title: Staffing "Bible" and Training Chair

Goal: Responsible for the staffing "Bible" and training membership

Duties:

- The "Bible" is used during the time Show House is open. The "Bible" contains the following: room descriptions of each room (obtained from Decorating), list of merchandise available for sale in each room (obtained from Decorator Sales), a list of Special Events occurring while Show House is open (obtained from Special Events), important telephone numbers (police, , Steering fire, Executive Committee, Steering Committee, plumber, electrician, etc), rules and regulations of Show House (no smoking, etc.) accident reports, theft reports and anything else the Executive Chair wishes. A master copy of the "Bible" folders must be prepared for each decorated space
- Based on the materials obtained for the "Bible", folders must be prepared for each decorated space
- Finds locations for books in each room.
- It is the responsibility of the Chair to check on the condition of the folders in the decorated spaces on a regular basis and replace any missing information
- With direction from the Executive Committee, a Show House training is planned and given to the general membership prior to opening
- Collects all notebooks at the end of Show House for reuse.

Time Involvement:

- General meetings once a month
- Show House meetings
- Placement hours will vary
- Time commitment is more intense closer to Show House. Most information for the folders will not be received until the last minute
- The training can be planned in January or February and executed in March

Experience:

Would suggest this position for a member who demonstrates strong organizational, written and verbal communication and people skills.