



**JUNIOR LEAGUE OF
BUFFALO**

Women building better communities

JOB DESCRIPTION

Title: Staffing Room Preparations Chair

Goal: Responsible for the set-up and up-keep of the Show House Staffing Room and office

Duties:

- Reports to the Staffing Coordinating Chair
- Preparations Chair is responsible for securing the supplies of office and staff room
- Is responsible for dismantling and clean-up of the Staffing Room and office at the close of Show House

Time Involvement:

- General meetings once a month
- Show House meetings
- Needs to be available to set up prior to Show House opening
- Daytime availability is necessary

Experience:

Would suggest this position for a member who has strong organizational and people skills.