

Hospitality Coordinator

General Description:

The Hospitality Coordinator is responsible for ensuring that food, refreshments, seating and related supplies are available at assigned Docent/Volunteer meetings. The Hospitality Coordinator is a member of the Docent Executive Board. The Hospitality Assistant assists at the direction of the Hospitality Coordinator.

Duties:

1. Attend and ensure food and refreshments are provided for assigned meetings.
2. Inventory, order and maintain adequate inventory of supplies.
3. Organize and oversee refreshment set-up and clean-up.
4. Organize and oversee set-up and break-down of outdoor/indoor meeting chairs, tables and serving equipment.
5. Arrange a tracking process for potluck dishes as appropriate.
6. Manage funds collected from meeting raffle and coffee fund. Funds are used to purchase docent activity-related supplies including hospitality supplies, gift certificates for contests, etc.
7. Maintain an accurate accounting of funds and update Docent Executive Board.

Specific Skills:

1. Organized and able to simultaneously manage multiple priorities
2. Basic understanding of, and ability to manage, docent funds
3. Ability to positively interact and constructively work with diverse volunteers, staff members and visitors

Time Required:

Approximately 5 – 8 hours per month

Recommended Term:

One - two years