

# ASSISTEENS COORDINATOR

## JOB DESCRIPTION

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### General Responsibilities

The Coordinator shall:

1. Be a member of Assistance League of Salt Lake City or Consociates Auxiliary.
2. Have successfully passed a Name-Based Search (background check)
3. Attend auxiliary meetings and be encouraged to attend chapter Regular Meetings.
4. Work with Assisteens Liaison to understand project goals and steps needed to complete project.
5. In the absence of the Assisteens Chair or Vice Chair, preside over the meeting.
6. Purchase items needed for project and coordinate delivery of items. (Purchase may be handled using Liaison's chapter credit card or personal credit card. Submit expenses to the Liaison for approval, who then submits the approval to the Treasurer for tracking or reimbursement.)
7. Arrive early to set up for meeting.
8. Set out snacks in Chapter House kitchen.

Technology: Microsoft Word, email proficiency