



## STREET FAIR PLANNING COMMITTEE

Job Title	Skills	Tasks
Coordinator Chair Team Leader	Multitasking, Management, Delegating, Adapting, Contractual agreements; Member of organizing association	Setting agendas, Running meetings, Reporting, Communicating, Listener, Leading, Cheerleading
Treasurer	Financial management, detail-oriented; Member of organizing association	Accounting, Tracking finances, Reporting, Research
Volunteer Coordinator	Organizer, Caring, People-person, Social, Good memory	Communication through email, phone and in person; Data tracking
Permit Supervisor	Detail-oriented, Administrative, Organized	Filling forms online and paper; Process tracking, Reporting
Fundraising Supervisor	Thick-skinned, Persistent, Positive, Outgoing	Computing, Writing, Telephone and email follow up
Activities Supervisor	Extroverted, Talker, Group person	Speaking, Research and Development
Vendor Supervisor	Sales, Human Relations, Detailed, Retail knowledge	Email communication, phone and in person; Data tracking
Entertainment Supervisor	Hospitality-oriented, Arts, Entertainer and current events knowledge	Communication through email, phone and in person; Contracts
Site Supervisor	Organized, Steady, Conscientious Detailed-oriented	Organize materials, Track equipment, Maintain relations