

Scrip Volunteer Positions

*** Scrip Seller-** Works together with other sellers to sell scrip and reconcile orders. Can commit to a weekly time or signup when available. **Scrip Sellers are KEY to the success of our program!**

Time Commitment: 1 hour. Weekly or Drop-in. Current in person sales: Wednesday 8-9am, Friday 2:30-3:30p, Every other Sunday.

Need: Unlimited.

***Scrip Coordinator-** Promotes program through presentations, newsletter blurbs, contests, etc. Manages inventory of physical gift cards, places orders accordingly. Communicates with Parents Club and Office. Works with Bookkeeper and Volunteer Coordinator. Coordinates special sales and info sessions.

Time Commitment: Flexible on your time. 1-2hr a week or as available.

Need: 1(or 2- looking to start having someone shadow)

***Scrip Volunteer Coordinator** –Manages Volunteer Signup Genius for Weekdays and Sundays. Communicating seller needs. Assist in training & recruiting new volunteers as available. (Ok if you don't know now, willing to teach!).

Time Commitment: Flexible on your time. 30min-1hr a week or as available.

Need: 1 (currently this position is vacant)

***Scrip Bookkeeper** –Collects orders and payments to keep track of family fundraising and inventory using QuickBooks. Communicates with Parent's Club, School Office, and Parish with monthly reconciliation of inventory and statements. Makes deposits to the bank.

Time Commitment: Flexible on your time. 1-3hrs a week or as available.

Need: 1(or 2- looking to start having someone shadow)

Other way to help for volunteer hours:

- Promote Scrip!
- Teach new families your favorite Scrip tricks!
- Pick up Scrip from local vendors when needed.