

Information Booth Coordinator

Contract position

Visitor Information Services Provided by:

Lyndon Area Chamber of Commerce at the Lyndonville Information Booth and Welcome Center

Hours of operations:

Memorial Day Weekend through Labor Day - Fri & Sat 10am to 5pm, Sun 10am to 2pm

Labor Day through Columbus Day weekend – Sat 10am to 5pm, Sun 10am -2pm

A Seasonal stipend of \$2,000 will be paid by the Lyndon Area Chamber of Commerce in two installments. First installment of \$1,000 to be paid on May 15, the second installment to be paid on September 15.

Coordinator's Duties and Responsibilities Include:

- **Knowledge of the local area;** Local roads, places, people, and events.
- **Opening and closing** the booth for scheduled hours
- **Supervising Volunteers;** Recruiting, training, staffing, scheduling and tracking hours.
- **Cleaning** - prior to opening and closing
- **Restocking** prior to opening and throughout the season
- **Watering & deadheading** flowers around booth; 4 cement containers and the horse trough
- **Picking up trash** around booth and in flowers
- **Notifying the LACC Executive Board** of any repairs needed, problems or issues
- **Purchasing supplies** when needed. Under \$20 submit receipt for reimbursement over \$20 needs LACC approval.
- **Monitor visitor Log Book**, keep stocked with paper and pens
- **Switching out information** in the signboard and keep current list of events.
- **Keep inventory** of brochures and let Chamber Secretary know what needs to be ordered
- **Safeguarding Equipment**, taking appropriate measures to safeguard the electronic equipment in the booth from damage and/or theft.
- **Attend town meeting** as a representative of this request or find an appropriate representative that can speak about the needs of the Chamber's information booth.

I have read the above duties and responsibilities, understand these requirements and agree to the position of Information Booth Coordinator. I understand this position, although it receives a stipend, works on a volunteer basis under the supervision of the Lyndon Area Chamber of Commerce.

Signed: _____
Information Booth Coordinator

Date: _____

Signed: _____
LACC President

Date: _____