

Senior Awards Night and Senior Projects Hospitality Coordinator

This position is only required for two events and not a yearly position. The coordinator will organize the hospitality and purchase refreshments for both Senior Project Week and Senior recognition evening to be held in June. Locate volunteers to help set-up, serve, and clean-up after each event. Senior Project Week is typically 3 evenings during a week long period and requires hospitality each of the 3 nights. Senior Awards Night is one night only and requires coordination of hospitality from all classes. Work with Class Reps to obtain treats for Senior Awards Night and purchase additional supplies needed. Responsible for bringing all expense receipts to PTSA Treasurer for reimbursement.