

## **NAME BADGE COORDINATOR**

### **Job Summary**

Periodically gather a list of members wanting a name badge.

Send the list to Michael and Felicia Fox at [Titus101@msn.com](mailto:Titus101@msn.com).

When notified the badges are ready, you pick them up at 2749 Ringling Blvd, Sarasota.

### **Primary Duties and Responsibilities**

1. Orders and picks up name badges
2. Coordinate payment with treasurer.
3. Distribute badges

### **Estimated time at task.**

Daily

Weekly

Monthly      About 1-2 hrs., 2-3 times a year

### **Preferred qualifications if any**

None

### **Required Skill Level if any**

None

### **Working Conditions**

Indoors, Office Environment