

Poinsettia Fundraiser Manager

Job Summary: Under the supervision of the Huntsville High Basketball Booster Club Board, the Poinsettia Fundraiser Manager is responsible for completion of the fundraiser which includes planning, organizing, staffing, ordering and delivering.

Examples of Duties:

- Contact Poinsettia Vendor.
- Contact Parents.
- Provide Parents with proper documentation for ordering.
- Maintain an accurate count of monies and transactions.
- Order Poinsettias.
- Schedule delivery and pickup with coaches.
- Report activities and final totals to Huntsville High Basketball Booster Club Board.