



Job description for the position of Bake Sale Coordinator, Teen Helper Coordinator and Event Coordinator

Bake Sale Coordinator (about 4 times a year)

- Create slides for the General Assembly Meetings (GAM) with all the necessary information
- Ensure there are enough supplies (boxes/plates, napkins, tablecloths, etc.), otherwise ask the board to buy new stuff.
- All can be found in the NCB office, along with supplies such as tape, scissors etc.
- Put up the Bake Sale Roll up and our big NCB Roll up (also in the NCB office)
- Take a cash box from the NCB office and change from the treasurer (50,-€ small change)
- Create more national flags for the cakes, as required
- Get supplies from the office/storage room (can be done the day before)
- Arrive at the Press Hall around 7:30 to start setting up the tables and getting everything organized
- Take pictures throughout the day to be published on Website, Facebook or/and Instagram
- Supervise and sell the cakes with the help of other Board Members/National Representatives
- Near the end of the day any cake left is given to the security people at the gates (inside and outside)
- At the end of the day, help do a cash count and hand cash over to the Treasurer to bank

Teen Helper Coordinator (Teen Helpers are essential on the Bazaar Weekend)

- Create slides for the General Assembly Meetings (GAM) in September/October with all the necessary information.
- The setup for the Teen Helpers:
- We need them for Restaurant Seating Area, Starbucks, Tombola team, Entertainment and Agora
- They can choose to work Saturday and/or Sunday
- Shifts are 3-4 hours
- They must minimum be 13 years old
- They will be given a few benefits (food voucher, certificate and community work and one tombola ticket) as a thank you token
- Priority is to those whose children are family of NATO members as they already have HQ access
- Deadline to sign up is 1 November, but the sooner the better



NATO Charity Bazaar
a.s.b.l.

- Send email to secretary@natocharitybazaar.org if you/your teenagers are interested

Event Coordinator:

- Create slides for the General Assembly Meetings (GAM) in June/September/October with all the necessary information.
- Inform the Members about the Entertainment set-up at the Bazaar on Sunday
- Members can bring in cultural events such as: singers, dancers, performers of as much diversity as possible
- Entertainment is on Sunday only
- Instructions for musicians and performers: arrive at the Stage early enough, each slot is 20 minutes maximum, allowing 5 minutes for the change of performers/musicians
- We aim to fill up the day (10 am to 3:30 pm with 3 events an hour)
- We aim for as many nations/cultures/types of performance as possible
- Members have to send an email to the Guest Coordinator, to request access to NATO for musicians and performers.

Skills/Knowledge necessary: Word, PowerPoint, Excel (not essential)

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