

Job Description
ACQUISITION COORDINATOR

General Responsibility

The Acquisition Coordinator is responsible for obtaining through donations and discounts, equipment, supplies, materials and services for the use of MCDCC in support of their day camps.

Authority and Responsibility

The Acquisition Coordinator is accountable to the Day Camp Administrator for the quality of work produced and with work with the Equipment Coordinator, Business Managers, Directors and Program Directors for each session to determine what is needed.

Specific Responsibilities

- Identify the needs of MCDCC and each session of camp through communication with the appropriate person (director, administrator, equipment coordinator, business manager, etc)
- Solicit either verbally over the phone or in person or via letter businesses and individuals in the community who might be able to provide goods or services to MCDC.
- Work with GSNORCAL to ensure that MCDC is adhering to Council policies regarding donations.
- Arrange for transportation or pick-up of any goods that are acquired in a timely manner and send appropriate letters of thanks to those businesses or individuals who make contributions/donations to MCDC. (The MCDC Secretary can assist in letter writing as needed)
- Sound judgment in obtaining supplies, materials, equipment, etc. Ability to seek out the best sources, and make bulk purchases for business managers (with their input).

Essential Qualifications

- Ability to present MCDC in a positive light to the people you are soliciting
- Ability to communicate with all types of individuals in a positive manner
- Ability to make phone calls or make visits to businesses or individuals
- Able to work independently, with some direction from others
- Good judgment in determining who to approach

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