**Volunteer here!**

We’re looking for **buzzing business minds**, **magical maths whizzes**, **dazzling design gurus** and **friendly front-of-house specialists** to plan and run our next Book Fair!

Everyone has a vital part to play, so have a look at the jobs listed below and decide which one most appeals to you.

Fill in an application form or complete a CV and covering letter and hand in to [insert teacher name] by [insert closing date]. Remember to really sell yourself as there may be lots of competition for each job. Best of luck!

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| **Job title** | **Positions available** | **Key responsibility and required skills** |
| **Book Fair Managers** | 2 | Oversee the Book Fair Takeover team in planning, promoting and running the Book Fair. Must be organised, responsible and a good communicator. |
| **Advertising Specialists** | 4 - 6 | Spread the word about the Book Fair to pupils, parents and the wider community. Must be creative and work well in a team. |
| **Customer Service Assistants** | 6 - 8 | Help Book Fair customers with their purchases and enquiries in an efficient manner. Must be polite, responsible and confident handling money. |
| **Accountants** | 2 | Oversee the money-handling process and calculate the Book Fair takings. Must be methodical and confident working with numbers/money. |
| **Display Specialists** | 2 - 4 | Create a pleasant, friendly and fun environment for Book Fair customers to visit. Must be creative and work well in a team. |
| **Events Co-ordinators** | 2 – 4 | Create excitement at the Book Fair by running a competition and other events. Must work well in a team and be able to stick to deadlines. |
| **Browsing Supervisors** | 4 – 6 | Organise browsing sessions for all pupils to visit the Book Fair. Must be responsible and a good communicator with an interest in books. |
| **Inventory Specialists** | 2 | Monitor bestseller stock and ensure that customers receive their orders. Must be organised and responsible. |