

Chief of Sales Job Description

Vision:

What you deliver: Opportunities for the public and rallyists to purchase meal tickets and rally merchandise at appropriate locations during the rally weekend.

How you deliver: Be the friendly and organized point of contact for sales.

Responsibilities:

Sell T-Shirts, meal tickets (if applicable), other merchandise at the headquarters, spectator area and service area. Document all sales completely.

Sales Captain Checklist:

Pre Event

- Review this job description with the Chairperson and revise as needed.
- Coordinate weekend schedule with Chairperson
- Coordinate with other members of the sales team to be sure they know when and where to show up. (If they are needed)

Day of Event:

Sales Process:

- Pick up sales items
- Do a complete inventory of materials as you set up.
- Get cash box and change, inventory the cash.
- Pick up sales log sheets, fill them out and maintain them (one per sales period.
- Periodically hand off cash (large bills) to Chairperson/treasurer when amounts get large, document on log sheet.
- At end of sale period, finalize that day's log and correlate with remaining inventory.
- Store merchandise in specified location, hand off cash, (except to make change for next sales period).

Friday afternoon at the headquarters – Set up for first sales period, tables, tape down banners and display merchandise. Train your team. Continue until after registration closes.

Friday evening to be at the Blythe Firefighters fundraising party to sell items there. (Times TBA)

Saturday morning - Re-start activities at the Palo Verde College – Do sales until end of the superspecial out at the Palo Verde college.

Saturday –late morning go to spectator area and set –up sales area. Possibly have a second team already there. Schedules to go over later.

Saturday evening TBD.

Sunday, Awards ceremony –late afternoon.

Post Event:

Sunday afternoon: Hand off leftover merchandise, all sales logs and money to Chairperson.

E-mail Chairperson with feedback.