



# Muir Lake Community League

## Job Description – Garage Sale Coordinator

Position Title	MLCL Auxiliary Officer (non-voting position)
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No experience required.

### Instructions for Garage Sale Coordinator

- Parkland County usually runs a community wide garage sale at community halls every year, once the date is known, we can start booking tables. (Usually 1 per year).
- Tables are \$20 each for Members, \$30 each for non-members; (\$10 refund if they stay to clean up, putting their table and chairs away. (Only 2 chairs per table)
- There is an online JotForm for participates to register for the garage sales.
- 26 table total fit in the hall, 12–8 ft and 14-6 ft (Floor layout map provided)
- Concession will be open; basic items only. Confirm inventory in the concession; if required restock pop, chips etc. (Instructions for concession are in the Google Shared Drive)
- We try to have some sort of entertainment like music, coloring pages on stage for kids, etc.
- Once confirmed, send events detail to the events coordinator to start advertising the event across all media streams.
- The events coordinator oversees any licenses, budgets or special requests to bring to the executive board for any events run through the hall.
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### Perks for Garage Sale Coordinator

- Free Garage Sale table for yourself for running the Garage Sale.