

## **Booklet Coordinator**

### **Job Description**

Friends of Sleeping Bear Dunes publishes 13 visitor booklets describing the history, natural resources, and recreational opportunities at Sleeping Bear Dunes National Lakeshore. These booklets are available to visitors for donation at several locations throughout the Park. The Booklet Coordinator orders, stocks, and collects donations on a regular basis throughout the year.

Volunteer hours for the Coordinator are entered via the Friends web site: [www.friendsofsleepingbear.org](http://www.friendsofsleepingbear.org).

The duties of the Booklet Coordinator include:

- Conduct an inventory of booklets, maps, and stickers in stock in May.
- Work with the booklet authors to make any edits required because of new information for each booklet and then orders the printing of booklets to assure an adequate stock for the summer season.
- Work with Park Interpretive staff to train volunteers and fee collectors at the various locations where booklets are available. Training involves keeping the booklet displays stocked during the day.
- Work with a few volunteers to collect donations, count the money, create a report, and deposit the donations at the bank.
- Report to the Programs Director monthly. This report is included in the Executive Committee or Board of Directors information packet.

### **Required Experience**

Communication skills

### **Required Training**

Provided by Friends of Sleeping Bear Dunes

### **Time Commitment**

10 hours in April or May to conduct inventory and place orders for printing  
4 hours per week from May through September to stock and collect donations