

Job Descriptions

BROADCAST CENTER

Station Owner

salary per pay period is

\$6.50

Responsible for supervising all broadcast center employees and tasks such as on-air play schedule and editing and approving ads. Must have good communication, editing and management skills and be able to oversee station operations.

- order sign for broadcast center
- secure credit union loan
- make arrangements for newspaper advertising
- coordinate and supervise workers
- collaborate with employees to decide on prices and special promotions
- check all ads and news reports for accuracy before they air
- sign business and payroll checks and review the computerized business check register
- review break schedule with employees
- work with accountant to determine status of loan repayment
- complete other jobs as necessary
- prepare and give morning presentation (speech)

BROADCAST CENTER

Disc Jockey

salary per pay period is

\$5.50

Need a broadcast specialist in charge of on-air music and entertainment. Responsible for on-air play list and announcements. Must have a pleasant and clear speaking voice, be confident and have a sense of humor. Must design and follow a schedule and follow the rules of broadcasting. Knowledge of current popular music is a plus.

- create a play list, including advertising, news reports, public service announcements and music
- create and display poster of music selections
- learn to use all broadcast center equipment
- introduce the recording artist and title of each song and play the music
- provide information, advertising and entertainment for Exchange City citizens

BROADCAST CENTER

Senior News Reporter

salary per pay period is

\$6.00

Responsible for writing and delivering on-air news reports. Excellent writing and public speaking skills are necessary. Must have a pleasant and clear speaking voice, have good on-air reading skills, be confident and work well with disc jockey.

- gather interesting information about the citizens and businesses of Exchange City
- write news articles
- prepare all on-air news reports
- meet all "on-air" report deadlines
- give "on the air" news reports during the assigned broadcasting schedule

BROADCAST CENTER

Broadcast News Reporter

salary per pay period is

\$5.50

Responsible for actively seeking the news and features of the city and current events. Responsible for submitting news articles to the station owner for editing. Must have good person-to-person interviewing and writing skills.

- gather interesting information about the citizens and businesses of Exchange City
- collect information about current events in our world
- write news articles about Exchange City and current events

BROADCAST CENTER

Sales Executive

salary per pay period is

\$5.50

Responsible for collecting the on-air ads from each shop in the city and the payment for the ads. Must time ads, make sure ads conform to 15-second airing standards and confirm the ad placement in the schedule with the station owner.

- visit each shop to sell advertising and collect money
- give money to accountant
- review ads
- give ads to station owner for approval
- help create and sell special promotions

BROADCAST CENTER

Accountant

salary per pay period is

\$6.00

Responsible for all financial transactions of the broadcast center, including income from ad sales, requests and dedications and paying all broadcast center expenses. Must be able to work on computer, enjoy working with people and numbers and be detail-oriented.

- make loan payments to the bank
- write business expense checks and keep an accurate record of shop expenses
- enter a receipts for all checks received
- distribute payroll checks to employees
- collect payment for advertisements

CITY HALL

Mayor

salary per pay period is

\$6.50

This is an elected position. This person must conduct a successful campaign. The mayor is responsible for leading and representing all citizens in government decisions. Must have strong leadership skills; be honest, fair and willing and able to speak to and for all citizens.

As an elected official, the mayor represents the people's interests by:

- securing the credit union loan for City Hall
- preparing and delivering two speeches for town meetings (a.m. and p.m.) at Exchange City
- traveling and meeting with each business owner to gather information about the city
- collaborating with judge to set fine amounts for each law
- working at the Health Fair
- creating a city proclamation for teachers
- signing business and payroll checks and reviewing the computerized business check register
- reviewing break schedules with employees
- completing other jobs as necessary
- serve as back up if necessary

CITY HALL

Judge

salary per pay period is

\$6.50

This is an elected position. This person must conduct a successful campaign. The judge, along with the mayor, is responsible for setting fines for each law. The judge hears court cases and judges citizens fairly. Must have strong management skills, be honest and fair, keep accurate court records and be willing and able to speak to and for all citizens.

As an elected official, the judge represents the people's interests by:

- working with the mayor to set fine amounts for each law
- meeting with violators to administer fines or community service
- maintaining records of violators and fines or community service
- meeting with city attorney to discuss fine amounts
- collecting fines

CITY HALL

City Finance Manager

salary per pay period is

\$6.50

Responsible for financial management of the city, including city tax accounting and recording court fine transactions. Must be an organized person with good math skills, able to collect taxes, write shop checks and keep accurate government ledgers on the computer.

- prepare and mail tax and legal bills to each shop
- tabulate fines
- write business expense checks and keep an accurate record of expenses
- enter a receipt for all checks received
- make loan payments to the bank

CITY HALL

City Attorney

salary per pay period is

\$6.50

Responsible for handling the legal matters of the city and its citizens. Must be an honest, detail-oriented person, a good negotiator and problem-solver and be able to handle legal matters.

- meet with Judge to learn about fine amounts
- read legal journal and add an entry at the end of the day
- prepare legal documents
- issue business licenses

CITY HALL

Police Officer

salary per pay period is

\$6.00

Are you willing to protect and serve the citizens of our community? The police officer is responsible for understanding and upholding the laws of the city and writing tickets for all violations. Must be an honest, serious, respectful and responsible individual to enforce the law. Previous experience a plus, but not necessary.

- know all Exchange City laws
- patrol Exchange City, making sure that citizens obey the laws

CITY HALL

Environmental Control Agent

salary per pay period is

\$5.50

Need a director of city maintenance and improvements to keep our city safe and clean. Responsible for safety audit, regulation checks and shop sign placements. Must be a good record keeper with communication and public relations skills. Must work closely with police officer(s).

- conduct city safety audit with police
- collect and report environmental data
- check each shop for environmentally conscious behavior and issue penalties
- collect penalties from shop owners and take them to city finance manager
- keep records of penalties and fines assessed
- place and remove signs for businesses
- keep city clean

RHODE ISLAND CREDIT UNION

President

salary per pay period is

\$7.00

Responsible for preparing all loan contracts. All loans from city shops must be processed and documented by the president. Must have strong computer and math skills. The preferred applicant will be able to remain focused on tasks in a busy environment and have excellent organizational and management skills. Strong public speaking and problem-solving skills also necessary.

- review work schedule of all employees
- receive loan applications
- write loan contracts
- receive and record all loan payments
- sign business and payroll checks and review the computerized business check register
- make certificates for paid loans
- present awards at afternoon town meeting

RHODE ISLAND CREDIT UNION

Vice President

salary per pay period is

\$6.50

Responsible for managing company expenses and ensuring the smooth operations and quality control of credit union, including supervision of member services representative and tellers. Responsible for confirming with the credit union president which shops are awarded loan certificates for paid loans. Must have a team spirit and be willing to focus on many tasks. The potential candidate will have good communication and problem-solving skills, be flexible on the job and be able to work under pressure.

- assist president with loan payments from shops
- supervise member services representative
- pay credit union bills
- computer work required

RHODE ISLAND CREDIT UNION

Member Services Representative

salary per pay period is

\$6.00

Responsible for managing customer accounts, and supervising teller(s). Must oversee the break schedules and position assignments. The qualified individual will have excellent human relations and interpersonal skills in order to provide the high standards of customer service our city has grown to expect. A working knowledge of computers and the ability to work independently in a fast-paced environment is a plus.

- total cash assets at the start of the day
- check and confirm tellers' breaks during the day
- manage customer complaints
- find Exchange City staff when assistance is needed
- oversee tellers as they make customer ID cards
- greet customers as they enter the credit union
- conduct credit union transactions for customers
- keep accurate records of customer checking accounts on credit union computer

• give necessary nonetwork to multi-service center

RHODE ISLAND CREDIT UNION

Teller

salary per pay period is

\$5.50

Responsible for customer service. Will count cash, make customer ID cards, manage customer checking accounts and enter customer account information into the computer. Must be patient, pleasant and have good communication skills. Must be a problem solver and work accurately in a fast-paced environment. A working knowledge of computers is a plus.

- count money at start of day
- make customer ID cards
- greet customers as they enter the credit union
- ask for customer identification before conducting credit union business
- conduct credit union transactions for customers
- keep accurate records of customer checking accounts credit union computer

DISTRIBUTION CENTER

Owner

salary per pay period is

\$6.50

Responsible for overseeing distribution center operations and ensuring customer satisfaction. Supervises the inventory and distribution of products. Responsible for the preparation and mailing of rent statements. Must be organized and keep accurate records. Must be customer-focused and have good communication skills. Comfortable with public speaking is recommended.

- order sign for distribution center
- prepare and mail rent statements for each shop for building use
- make arrangements for advertising
- sign business and payroll checks and review the computerized business check register
- supervise other employees
- complete other jobs as necessary
- take citizen requests to Exchange City staff for items that are not available in the Distribution Center (like glue, scissors, staplers, markers, etc.)

DISTRIBUTION CENTER

Product Manager

salary per pay period is

\$6.00

Responsible for learning all of the products in the distribution center, processing retail shop orders, conducting an inventory survey of retail shops and assisting the owner in maintaining the distribution center's inventory. Must be organized and accurate. Good interpersonal communication skills and self-motivation a must.

- identify all products in the distribution center
- fill containers for each shop with the correct materials
- sort and restock distribution center's inventory as needed
- arrange and straighten distribution center inventory
- follow directions on the supply cards in the distribution center
- make sure a check for the correct amount is collected when materials are purchased

DISTRIBUTION CENTER

Accountant

salary per pay period is

\$6.00

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with owner. Must be proficient in math, organized, detail-oriented and self-motivated.

- make loan payments to the bank
- prepare and mail bills for rent and building use
- write business expense checks and keep an accurate record of shop expenses
- distribute payroll checks to employees
- complete other jobs as needed.

HASBRO GLOBAL TOY SHOP

Owner

salary per pay period is

\$6.50

Responsible for managing a shop with products that represents the best of our world. Will oversee all shop operations including staff assignments and supervision. Must be comfortable with a wide-variety of production materials and tools and have good communication and leadership skills.

- order sign for shop
- secure credit union loan
- make arrangements for advertising
- work with employees to decide on prices and special promotions
- sign business and payroll checks and review the computerized business check register
- review break schedule with employees
- work with accountant to determine status of loan repayment and production needs
- assist with shop duties when employees are on break
- complete other jobs as necessary
- prepare and give morning presentation (speech) at Exchange City

HASBRO GLOBAL TOY SHOP

Production Designer

salary per pay period is

\$5.50

Use imagination, creativity and artistic abilities to make interesting products from around the world. Production of high-quality merchandise is essential. Must have an eye for detail, be accurate, neat, careful with tools and maintain a clean business.

- make quality products
- keep production on schedule to meet customer demand
- maintain a neat and clean shop
- greet customers as needed
- display products as needed

HASBRO GLOBAL TOY SHOP

Sales Associate

salary per pay period is

\$5.50

Responsible for marketing and selling hand-made gifts and crafts from around the world and creating an attractive display area. Must be a dynamic sales person with a customer-service orientation, knowledgeable of all products, able to assist with production as needed and maintain a clean business.

- greet customers
- take customer orders
- manage money
- give customer payments to accountant
- assist designers as needed
- set up display case
- maintain a neat and clean shop

HASBRO GLOBAL TOY SHOP

Accountant

salary per pay period is

\$6.00

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

- make loan payments to the bank
- write business expense checks and keep an accurate record of shop expenses
- enter customer receipts into computer
- distribute payroll checks to employees

TRUSTED CHOICE INSURANCE & BUSINESS CENTER

Owner

salary per pay period is

\$6.50

Responsible for the smooth operation of all tasks in the Multi-Service Center. Work closely with the utilities service agent to read, calculate and graph utility usage in the city and provide leadership to data managers. Will learn to calculate utility use, then describe and explain it at a town meeting. Observation, computation and mathematical analysis, leadership and good communication skills are important.

- order sign for shop
- supervise employees
- make arrangements for advertising
- sign business and payroll checks and review the computerized business check register
- prepare envelopes with student names and account numbers
- oversee all Multi-Service Center employees
- review break schedule with employees
- work with accountant to determine status of loan repayment
- complete other jobs as necessary
- prepare and give morning presentation (speech)

TRUSTED CHOICE INSURANCE & BUSINESS CENTER

Data Manager

salary per pay period is

\$5.50

Do you enjoy working with computers and getting satisfaction from a job well done? The data manager is responsible for the daily paycheck input, printing and delivery, as well as sorting and filing credit union checks and deposit tickets. Must be able to work on computer, be detail-oriented and able to handle multiple tasks.

- input information into computer for each employee's paycheck
- make corrections as needed
- print and deliver payroll checks to all shops on a timely basis
- assist multi-service owner as needed
- collect checks for payroll services from each shop
- file credit union paperwork (checks and deposit tickets)

TRUSTED CHOICE INSURANCE & BUSINESS CENTER

Utilities Service Agent

salary per pay period is

\$5.50

Responsible for reading all utility meters in the city and recording usage on official forms. Bill preparation and delivery, including collection of payment, conducted daily. Work closely with owner on preparation and presentation of utility graph. Must enjoy people and be an accurate reader with good mathematical computation skills.

- collect *Utilities Application* form from each shop
- follow the meter reading schedule
- record usage
- calculate the utility costs and deliver bills to each shop
- graph the total usage

TRUSTED CHOICE INSURANCE & BUSINESS CENTER

Accountant

salary per pay period is

\$6.00

Would you like to work on your own computer? The accountant responsible for writing all shop checks, posting shop income and making direct loan payments to the bank. Must be proficient in math, organized, detail-oriented and self-motivated.

- keep accurate record of business expenses
- distribute payroll checks to employees
- write business expense checks
- assist owner as needed

NEWSPAPER

Managing Editor

salary per pay period is

\$7.00

Responsible for overseeing all aspects of the daily newspaper production, including writing and typing the front and editorial pages of newspaper. Need for an organized, detailed person able to work under pressure of a deadline. Must be able to speak in a public forum.

- order sign for shop
- secure credit union loan
- make arrangements for radio advertising
- sign business and payroll checks and review the computerized business check register
- work with employees to decide on subscription price
- review break schedule with employees
- write and type front page and editorial page
- complete other jobs as necessary
- submit a completed newspaper by the deadline set by the Exchange City staff
- work with accountant to determine status of loan repayment
- give morning presentation (speech)
- serve as back-up as needed

NEWSPAPER

Co-Editor

salary per pay period is

\$6.50

Responsible for writing, preparing, and/or reviewing articles to be used in the newspaper. Duties include confirming artwork, verifying facts, and takes final draft to managing Editor for final approval. Good typing skills are a plus

- help news reporter(s) write stories
- verify facts in news stories
- type articles in the computer

NEWSPAPER

Senior Reporter

salary per pay period is

\$6.00

Responsible for supervising all reporters, reporting the news of the city and proofreading all reports. Must be able to gather and write news reports, type reports into computer, read, proof and edit all stories for all reporters. Good typing skills are a plus.

- supervise news reporter(s)
- gather interesting information about the citizens and businesses of Exchange City
- write news stories
- type articles in the computer
- proofread all employees' work

NEWSPAPER

Reporter

salary per pay period is

\$5.50

Do you have a nose for news? The reporter must seek out interesting news reports and stories, type them into the computer and submit them to the senior reporter. Need for an investigative person to uncover the news of the city. Must be a good typist. Will assist sales executive as needed.

- gather interesting information about the citizens and businesses of Exchange City
- write news stories
- type articles in the computer

NEWSPAPER

Sales Executive

salary per pay period is

\$5.50

Need an outgoing person to collect and compile ads for newspaper, lay out ads with graphics in the computer and sell newspapers as necessary. Must be able to work independently, complete assignments on time and be organized.

- visit each shop to collect newspaper advertising and collect money
- give advertising checks to accountant
- create artistic ads
- type ads in the computer

confirm that all ads have been properly entered in computer

NEWSPAPER

Accountant

salary per pay period is

\$6.00

Would you like to work on your own computer? The accountant is responsible for writing all shop checks on a specially designed computer program, posting shop income and making the direct loan payments to the bank. Must be proficient in math, organized, detail-oriented and self-motivated.

- make loan payments to the bank
- help sell newspaper subscriptions as needed
- write business expense checks and keep an accurate record of shop expenses
- enter customer receipts into computer
- distribute payroll checks to employees

POST OFFICE

Postmaster

salary per pay period

is \$6.50

Responsible for operation of all postal services, including the smooth and uninterrupted delivery of mail. Must have thorough knowledge of the city layout. Must be detail-oriented, able to supervise others and able to speak in a public forum.

- order sign for shop
- take grant application to bank
- make arrangements for advertising
- work with employees to decide on prices and special promotions
- oversee product sales and mail delivery
- sign business and payroll checks and review the computerized business check register
- review break schedule with employees and oversee all employees
- complete other jobs as necessary
- prepare and deliver morning presentation (speech) at Exchange City
- order supplies from distribution center

POST OFFICE

Postal Service Agent

salary per pay period is

\$5.50

Responsible for the frequent collection and accurate distribution of the mail. Will manage sales and promotion of products, with good customer service. Must be organized, fast, accurate and dependable.

- collect, sort and deliver Exchange City mail
- greet and serve customers at post office
- help assemble, display and sell postal products
- produce business envelopes
- maintain a neat and clean post office
- give customer payments to accountant

POST OFFICE

Accountant

salary per pay period is

\$6.00

Responsible for all financial transactions of the post office and paying all post office expenses. Must be able to work on a computer, enjoy working with people and numbers and be detail-oriented.

- make grant payments to the bank
- write business expense checks and keep an accurate record of shop expenses
- enter customer receipts into computer
- help prepare mailing materials to be used in Exchange City
- distribute payroll checks from the Multi-Service Center to employees when they get delivered

SIGN SHOP

Owner

salary per pay period is

\$6.50

Responsible for managing a very busy shop environment. Oversees all shop operations including staff assignments and supervision. Must be comfortable with electronic equipment and have good communication and leadership skills.

- secure credit union loan
- make arrangements for advertising
- collaborate with employees to decide on prices and special promotions
- proofread all signs before being delivered for hanging
- sign business and payroll checks and review the computerized business check register
- review break schedule with employees
- work with accountant to determine status of loan repayment and production needs
- assist with shop duties when employees are on break
- complete other jobs as necessary
- prepare and give morning presentation (speech)

SIGN SHOP

Production Designer

salary per pay period is

\$5.50

Use imagination, creativity and artistic abilities to make interesting products. Production of high quality merchandise is essential. Must have an eye for detail, be accurate, neat and careful with tools. Teamwork is a must!

- make quality products
- keep production on schedule to meet customer demand
- maintain a neat and clean shop
- greet customers as needed
- display products as needed

SIGN SHOP

Sales Associate

salary per pay period is

\$5.50

Responsible for marketing and selling city signs and merchandise and creating an attractive display case. Must be a dynamic sales person with a customer-service orientation, a knowledge of all products and be able to assist with production as needed.

- greet customers
- take customer orders
- manage money
- give customer payments to accountant
- assist designers as needed
- set up display case
- maintain a neat and clean shop

SIGN SHOP

Accountant

salary per pay period is

\$6.00

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with the shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

- make loan payments to the bank
- write business expense checks and keep an accurate record of shop expenses
- enter customer receipts into computer
- distribute payroll checks to employees
- collect payments for signs

SNACK SHOP

Co-Owner

salary per pay period

is \$6.50

This owner team is responsible for money management, safety and health regulation compliance, inventory and employee supervision. Must be customer-service oriented, flexible, willing to take on any job as needed and able to follow directions for safety and health procedures. Must be willing to go out into the community to promote their business, therefore a clear speaking voice is necessary.

- order sign for shop
- secure credit union loan
- make arrangements for advertising
- order supplies from distribution center
- work with employees to decide on prices and special promotions
- sign business and payroll checks and review the computerized business check register
- review break schedules with employees

SNACK SHOP

Popcorn Machine Operator

salary per pay period is

\$6.00

Responsible for managing popcorn production on an industrial machine. Must be responsible, dependable and safety conscious. Experience helpful, but not necessary.

- oversee and test the popcorn machine to ensure proper functioning
- follow directions and prepare popcorn
- manage popcorn and oil supplies
- bag the popcorn and ready it for sale
- keep hands clean and maintain a clean kitchen

SNACK SHOP

Shop Associate

salary per pay period is

\$5.50

Responsible for following directions to prepare and serve quality food products from a limited menu. Must be customer-focused, reliable and willing to perform multiple tasks, including accurate measuring. Company willing to train highly motivated persons.

- follow directions and prepare the drink for the day
- greet customers, know the prices and use receipt pads to take orders
- fill the orders and serve the customers
- keep hands clean and maintain a clean kitchen

SNACK SHOP

Accountant

salary per pay period is

\$6.00

Responsible for writing all shop checks on a specially designed computer program, posting shop income and making direct loan payments to the bank. Must work closely with co-owner team. Must be proficient in math, organized, detail-oriented and self-motivated.

- make loan payments to the bank
- write business expense checks and keep an accurate record of shop expenses
- enter customer receipts into computer
- total adult charges

SPORTS SHOP

Owner

salary per pay period is

\$6.50

Responsible for the operations of an exciting sports and games retail shop. Will oversee all shop operations including staff assignments and supervision. Must be safety conscious and have good communication and leadership skills.

- order sign for shop
- secure credit union loan
- make arrangements for advertising
- collaborate with employees to decide on prices and special promotions
- sign business and payroll checks and review the computerized business check register
- review break schedule with employees
- work with accountant to determine status of loan repayment and production needs
- assist with shop duties when employees are on break
- complete other jobs as necessary

SPORTS SHOP

Production Designer

salary per pay period is

\$5.50

Use imagination, creativity and artistic abilities to make interesting products. Production of high quality merchandise is essential. Must have an eye for detail; be accurate, neat and careful with tools. Must know and practice safety regulations with the equipment.

- use imagination and creative and artistic abilities to make quality products
- keep production on schedule to meet customer demand
- maintain a neat and clean shop
- greet customers as needed
- display products as needed

SPORTS SHOP

Sales Associate

salary per pay period is

\$5.50

Responsible for marketing and selling sports memorabilia and games and creating an attractive display case. Must be a dynamic sales person with a customer-service orientation, a knowledge of all products and be able to assist with production as needed.

- greet customers
- take customer orders
- manage money
- give customer payments to accountant
- assist designer(s) as needed
- set up display case

SPORTS SHOP

Accountant

salary per pay period is

\$6.00

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

- make loan payments to the bank
- write business expense checks and keep an accurate record of shop expenses
- enter customer receipts into computer

VERIZON TECHNOLOGY SHOP

Owner

salary per pay period is

\$6.50

Responsible for managing a technical facility and designing graphics for Web site and greeting cards. Will oversee all shop operations, including staff assignments and supervision. Must have good communication, problem-solving and leadership skills.

- order sign for shop
- secure venture capital
- make arrangements for advertising
- make staff assignments
- sign business and payroll checks and review the computerized business check register
- review break schedule with employees
- work with accountant to determine status of loan repayment and production needs
- supervise production workers
- design graphics for Web site and greeting cards
- complete other jobs as necessary

VERIZON TECHNOLOGY SHOP

Videographer

salary per pay period is

\$5.50

Responsible for documenting the day at Exchange City through the careful handling and use of the technology shop's video camera. Videographer works closely with the script director to produce a video following the script provided.

- be responsible for equipment
- learn how to use the video camera
- take and follow directions
- follow script and script director
- meet daily deadlines (to complete the video before the end of the day)

VERIZON TECHNOLOGY SHOP

Script Director

salary per pay period is

\$5.50

Responsible for following the script and directing the videographer to produce the video of the day. Script director must study and be familiar with the script and provide specific and courteous directions to the videographer. Must be a good reader, have good communication and time management skills and be a good team member.

- read the script
- share an overview of the script with the videographer
- accompany videographer during all filming

VERIZON TECHNOLOGY SHOP

Co-Anchor

salary per pay period is

\$5.50

Responsible for assisting Script Director and Videographer to produce the video of the day. Co-Anchor must study and be familiar with the script and camera equipment. Must have good time management skills and be a good team member.

- help with the reading of the script
- accompany videographer during all filming
- help videographer as needed

VERIZON TECHNOLOGY SHOP

Graphic Designer

salary per pay period is

\$5.50

Use imagination, creativity and artistic abilities to make interesting business cards and greeting cards using technology. Production of high-quality merchandise is essential. Must have an eye for detail; be accurate, neat and careful with equipment.

- keep production on schedule to meet customer demand
- create business cards for all shop owners
- display products
- greet customers
- take customer orders
- manage money
- give customer payments to accountant
- maintain a neat and clean shop

VERIZON TECHNOLOGY SHOP

Web Page Designer

salary per pay period is

\$5.50

Use specially created software to plan, construct and post a high quality Web page for public viewing. Must be comfortable and confident using computer technology. Must be artistic and a good team member.

- collect money and slogans from each business
- follow computer procedures to create Web page
- use Web page logo if created by graphic designer(s)

VERIZON TECHNOLOGY SHOP

Accountant

salary per pay period

is **\$6.00**

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

- make venture capital payments to the bank
- write business expense checks and keep an accurate record of shop expenses

UNITED WAY GIVING CENTER

Executive Director:

salary per period is **\$6.50**

Responsible for managing the organization and oversee all of the organization's operations including staff assignments and Supervision. Must be comfortable speaking in public and have good communication and leadership skills

- secure a bank loan for the organization
- make arrangements for advertising
- work with employees in his/her business to meet the fund raising goals
- work with accountant to determine status of loan repayment
- assist with duties when employees are on duty
- complete other jobs as necessary

UNITED WAY GIVING CENTER

Philanthropy Officer

salary per period is

00

The philanthropy officer is the primary fund raiser of the organization. He/She will work together with the community

- approach businesses in Exchange City and solicit pledges for monetary donations to be made to the community based organization.
- must be a dynamic sales person with a customer service orientation.
- willing to work in a team based environment

~~manage all the donations being made and report it to the accountant~~

UNITED WAY GIVING CENTER

Community Relations Coordinator:

salary per period is

5.50

Responsible for leading the team to identify the needs of the non-profits in their community (for a food bank or a homeless shelter). Must have good communication skills and have a passion to serve and advocate for the needs of the selected community based organization.

- research and identify non-profits in the community
- find out the issues facing the nonprofit and design plan to help them
- inform and educate his/her classmates about the issues and outline ways that they can help.
- work closely with the philanthropy officer and executive officer to successfully
- approach the businesses and present them issues.
- assist the philanthropy officer with all the fund raising event for example: a food or coat drive

UNITED WAY GIVING CENTER

Accountant

salary per pay period is

\$5.50

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

- make venture capital payments to the bank
- write business expense checks and keep an accurate record of shop expenses

enter customer receipts into computer

