

## Used Curriculum Sale Coordinator

Contributed by Heidi Foltz  
Wednesday, 19 August 2009  
Last Updated Saturday, 30 January 2010

Our new Used Curriculum Sale Coordinator is Heidi Foltz. Heidi's autobiography will be coming soon.

### Used Curriculum Sale Coordinator Job Description:

Be aware of the scheduled spring sale date

Reserve a facility for the sale

Announce the sale approximately four weeks in advance

Set a participant sign-up date

Enlist volunteers to help set up tables for participating sellers

Send out a reminder prior to the sale date

Contact the director with information for the HEAR calendar and website

Send email announcements to the HEAR leaders

Arrange for photographs to be taken and copies given to the Scrapbook/Yearbook Coordinator

Leave the facility as it was prior to the sale

Submit a bio and photograph to the Website Administrator