

CKCoJ Volunteer Position Description Doggie Dollar Coordinator

Duties:

1. Keep Doggie Dollar Bank
2. Distribute Doggie Dollars according to policies

Expectations:

1. Disperse Doggie Dollars and record payment of:
 - instructors and assistants
 - board members
 - volunteers
 - others to whom board has authorized payment
2. Collect 'used' Doggie Dollars from treasurer to replenish bank
3. If requested to make a bulk payment to instructor or event/activity chair, record Doggie Dollars given and returned – keeping an accurate net payment for event