MILCOPEX Show Committee Job Description

Youth Activities Manager

General Function: To coordinate and handle all youth functions associated with MILCOPEX.

Reports To: Show General Chairman

Qualifications:
1. Must have attended at least one previous MILCOPEX show.
2. Must be a member of the Milwaukee Philatelic Society.
3. Must exhibit patience with kids and like working with them. Wear a smile.
4. Be at least somewhat knowledgeable about the hobby of stamp collecting so as to be able to answer the questions of kids and their parents.

Essential Duties and Responsibilities:
1. Acquire supplies and materials to stock the youth table(s).
   - Approximately one month prior to the show an order should be placed with Linn's for about 35 copies of Linn's Stamp News.
   - Approximately one month prior to the show an order should be placed with Stamp Collector for about 35 copies of Stamp Collector.
   - Acquire coloring books, pamphlets and other available items from Post Office.
   - Provide bulk boxes of U.S.A. and foreign stamp for kids to peruse through. Should solicit dealers for bulk lot donations. May have to get the Milwaukee Philatelic Society to purchase these.
2. Provide table covering for youth booth tables. Also coverings for over supplies and give away items when the show is closed down.
3. Assure that the Milwaukee Philatelic Society owned G.E.O. Safari Game is available and in working order for the show.
4. Set up youth booth prior to start of the show.
5. Make sure that the table is staffed throughout the hours of the show. This probably means recruiting MPS members to work various times during the show.
6. Assure that the kids are given enough free items that it will increase their interest in the hobby and will make them want to come back.
7. Be sure that area is cleaned up each day when the show closes down and that the covers are put over the supplies. Clean up the area when the show is over.
8. Arrange for the storage of all materials used in conjunction with the youth areas during the show, until the next show.
9. Send thank you letters to Linn's, Stamp Collector, and anyone else who donated supplies for the youth table.
10. Be sure that any volunteer staff members are thanked.
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Other Duties and Functions:
1. Assist with show set-up and take down, including exhibit frames, dealers table, etc.
2. Assist other committees with any help that you can.
3. Should the MILCOPEX committee arrange for any other youth activities during the show, be sure that you are very much involved with the planning and carrying out of those activities.