



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB
VOLUNTEER POSITION DESCRIPTION

Scholarship Coordinator

Revised for 2019/2020

The Scholarship Coordinator is responsible for coordinating the planning, communication and execution of the annual CHHS Theatre Scholarship program.

The Scholarship Coordinator reports to the Treasurer.

Essential Functions

- Has firm understanding of the requirements and deadlines for applications and eligibility
- Works with Treasurer to understand the budget and award allocations
- Works with Publicity Coordinator to design, produce and distribute promotional collateral
- Convenes and oversees meetings and deliberations of the Scholarship Committee
- Submits proposals regarding scholarship program details to booster club for consideration and adoption
- Coordinates the final distribution of checks to school facility or student family

Talents Needed for Success

- Good planning and organizational skills
- Familiarity with general scholarship programs
- Ability to manage volunteers to successful outcomes
- Ability to formulate scholarship program proposals
- Ability to work within a budget

Programs

- Scholarship Program