



Box Builder Coordinator

Position Description
Oct 2021

- 1) Attend meetings of the Bella Vista Bluebird Society (BVBBS) Executive Board when needed, and other BVBBS meetings as needed or requested by the president.
- 2) Keep the President up-to-date on all happenings, activities, changes, etc., that fall under your areas of responsibility defined below.
- 3) Preside over annual Box Builder meeting to review annual results and strategy for up-coming year; call other Box Builder meetings as needed.
- 4) Coordinate the efforts of all Box Builders as they perform their duties to ensure that an adequate number of nest boxes are available for trails and customer sales.
- 5) Coordinate pick-up and/or drop off of materials and completed boxes with all Box Builders as needed.
- 6) Keep inventory of materials (lumber, screws, nails, washers, logos, box fronts), and trail/customer boxes to ensure that adequate supplies are available in the storage shed.
- 7) Coordinate with President on obtaining replacement materials as needed.
- 8) Perform, or recruit a volunteer to perform, quality check* of all boxes completed by all builders. Make changes, or see that changes are made before boxes go to storage shed. Designate whether each box is a trail or customer sales box for inventory and for placement in the storage shed.
- 9) See that new Box Builders are familiar with the latest [BVBBS Nest Box Plans and Notes](#), as well as the [BVBBS Position Descriptions](#) for Box Builder and Box Builder Coordinator.
- 10) Review nest box plans with Box Builders annually. If changes are suggested, get all builders' and President's input for consensus.
- 11) Suggest changes to relevant BVBBS Position Descriptions and Procedures as needed.

*Quality check of boxes in order to designate it suitable for customer sales, should include:

- condition of wood
- rough wood is on the inside of front and sides, and on the outside for the back
- no pieced or warped lumber
- no rough edges
- no large, open knots
- door opens easily
- nail fits easily
- screws all match