



## Job Description

### Event Organizer

#### DESCRIPTION

This position is responsible for working with the sports coordinator's to book and organize all of the events that are done during the season.

#### RESPONSIBILITIES

- Collect & Communicate the following information with each sport's coordinator:
  - Open Gym Dates & Times
  - Try-out Dates & Times
  - Coaches Clinics Dates & Times
  - Practice Dates & Times
  - Game Dates & Times
  - Parent/Athlete Meeting Dates & Times
  - End of Season Banquet Dates & Times
- Reserve Location for all of the above
- Request all items needed for all of the above events
- Create and Communicate agenda for all events

#### SUPERVISION

Reports to Athletic Director

#### OTHER FUNCTION STATEMENT

Essential and other important responsibilities and duties may include but are not limited to the following:

- Plan Fundraisers/Team Building/Community Service
- Handle Cancellation and/or Rescheduling of events
- Communicate with FRCAA end of the season tournament
- Help maintain/update Legacy Calendar with Advertising Coordinator

#### QUALIFICATIONS NEEDED

- Good Organizational skills
- Good communication skills
- Multi-tasker
- Time Commitment - 5-6 hours a week