

replace with
LOGO

Colorado *Legacy Sports*

Volunteer 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

