

Job Description: Tournament and Event Setup Coordinator



Board of Directors:

President: Marsy Chisholm
Vice President: Robert Soileau
Chief Financial Officer: Donna Chisholm
Director: Mike Parisciani
Director: Kevin Heard
Director: Chad Johnson
Secretary: Stephanie Evans

Adult Advisors:

	<u>Voting Member</u>	<u>Non-Voting Member (backup)</u>
Captains Committee:		Stephanie Evans (Voting Member)
Finance Assistant:	Cassie Ferguson	Donna Chisholm (Voting Member)
Fundraising Committee:	Haileigh Ferguson	
Points Advisor:	Amanda Lassabe	
Public Relations/Social Media:	Katie Brown	
Rules and Safety Advisor:	Robert Soileau	Chad Johnson (Voting Member)
Sponsorship Committee:		
Tournament and Event Coordinator:		
Tournament Committee:	Nolan Michel	
Webmaster:		Stephanie Evans (Voting Member)
Weigh-In Master:	Braxton Chisholm	

General Description:

Responsible for planning, organizing, and overseeing the logistical aspects of tournaments, and events to ensure the tournament and event runs smoothly and efficiently.

Volunteer Responsibilities:

- Coordinate venue setup, ensuring that all necessary equipment, signage, and infrastructure are in place.
- Plan and oversee the logistics for the tournament and event, including the transportation, setup, and maintenance of equipment, materials, and supplies.
- Ensure that all setup tasks are completed on time and according to the schedule.
- Maintain an inventory of event-related items, including equipment, signage, promotional materials, and supplies.
- Track and replenish inventory as needed.
- Serve as the primary point of contact for event setup-related inquiries and concerns.

Timeline:

- August

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- September
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- October
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- November
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- December
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- January
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- February
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- March
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- April
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- May
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- June
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- July
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Experiences:

- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Flexibility to adapt to changing event requirements and schedules