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*A lifetime sport and a lifetime of friendships!*

## JOB DESCRIPTION

**Job Title:** Events Coordinator

**Pay:** \$10-\$15 hour (paid bi-weekly)

**Reports To:** Event Manager

**Position Type:** Full Time 40 hours per week

**Office Hours:** M-F, 8:30am-5:00pm (with 30 minute lunch period)

**Location:** Region Office, Eustis, FL

**Job Summary:** The Events Coordinator is primarily responsible for assisting with the coordination of all indoor & outdoor events for the Florida Region of USA Volleyball.

### Work Tasks/Responsibilities:

- Assist and coordinate regionally hosted events and event staff
- Assist in securing venues and hotels for region hosted events
- Assist with building tournament brackets for regionally hosted events
- Work closely with AES to implement and operate event management software
- Serve on the Regional Ranking Committee as needed
- Track tournament results and manage the regional ranking spreadsheet
- Coordinate and oversee various training clinics (IMPACT and Officials)
- Assist with coordinating and planning the annual Education Weekend
- Coordinate, oversee and assist with marketing the Friday night adult tournament series
- Assist with coordinating one-day volleyball events (junior, adult, outdoor-beach and grass)
- Correspond with Tournament Directors regarding compliance and related issues
- Assist with scheduling the annual District Junior Forum meetings for junior clubs
- Schedule the annual Outdoor Club Director meeting/conference call – primary staff liaison
- Reconcile hotel bills with bookkeeper after each respective event
- Assist with onsite event management related duties as required
- Assist with onsite event management of Regional HP Programs – Indoor and Outdoor (tryouts, camps, etc.)
- Coordinate all aspects of vendors and supplies required for events
- Continually ensure that the event trailers are inventoried and organized after each event
- Oversee and issue COI's along with sanctioning events as needed for the region
- Assist with managing the HP coach & athlete applications
- Assist with processing and tracking incoming registrations
- Assist with managing the annual awards nominations
- Assist members with registration related issues
- Plan and order all awards for regionally hosted events
- Secure office supplies and event equipment as necessary
- Assist with coordinating contracts for events for vendors prior to events



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- Respond to e-mails in a timely manner
- Provide regular event updates for the Region website
- Keep the Events Manager/Executive Director fully informed on all event related matters
- Travel to regionally/nationally hosted and/or co-hosted events as required
- Present information for various committees and/or board meetings as required
- Assist with answering phone calls and returning calls
- Notify management of any concerns that might impact the corporation
- Prepare post-event reports highlighting successes and development needs
- Assist with other projects as necessary

**Working Conditions:** Fast paced environment. Continual overlapping deadlines are common. Individual must be able to multi-task. Most of the work is done inside the Region Office, however, the company runs many events throughout the year that occur on evenings and weekends and this position is required to attend various events as required. Events take place at gymnasiums, public schools, colleges, outdoor areas and convention centers across the State of Florida and U.S. You must be able to work outside for prolonged periods of time and perform light physical labor (loading boxes, moving equipment, etc.) as needed.

**Important Note:** Due to the nature of the business of the corporation, this position will be required to work nights and weekends throughout the year and will be made aware of these commitments in advance of the respective event. This position works out of the Region Office located in Eustis Florida. Also, the Events Coordinator may not be affiliated with a member club in a leadership role (Club Director, Club Admin. Board of Member, etc.) to avoid potential conflicts of interests.

### Expenses Reimbursed:

- travel expenses (mileage)
- lodging
- meals, excluding alcoholic beverages
- cost of job-related seminars
- cost of job-related education, if course work is successfully completed with a grade of "C" or better
- business related phone calls

### Holidays/Paid Time Off (PTO):

- Holidays
  - o New Year's Day
  - o Good Friday
  - o Memorial Day
  - o Independence Day



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- Labor Day
  - Thanksgiving Day
  - Christmas Day
  - Birthday
- Paid Time Off (accrues on a bi-weekly basis)
- 1<sup>st</sup> Year = 1 week of PTO
  - 2<sup>nd</sup> Year = 2 weeks of PTO
  - 5<sup>th</sup> Year = 3 weeks of PTO

### Minimum Computer Skills Required:

- Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook)
- Adobe Acrobat
- Internet Explorer
- Event Management Software (AES)

### Education Required:

- High School Diploma (two or four year college degree preferred)

### Basic Skills Required:

- Event Management Experience
- Strong Communication Skills (Oral & Written)
- Good Organizational Skills
- Team Player
- Positive Attitude
- Multi-Tasking Ability
- Initiative & Follow Through
- Conflict Resolution Skills

**-Position Posted: January 27, 2012**

**-Deadline to submit applications: February 10, 2012**

**-Tentative Start Date: March 1, 2012**

Send resume, cover letter and references to:

**Michele Sisser, Officer Manager**  
**Florida Region of USA Volleyball**  
**15010 US Highway 441, Eustis, FL 32726**  
**E-mail: [jobs@floridavolleyball.org](mailto:jobs@floridavolleyball.org)**  
**Fax: 352-414-5304**