

General Bible Quiz Shirt Coordinator Job Description

Job Title: Shirt Coordinator
Reports To: QAC Executive Committee
Prepared By: Todd Thomas
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SUMMARY Order and deliver the event shirts

SUGGESTIONS

- I had one another person help me with the design ideas. This could be a one person job, but it was nice having someone to bounce design ideas off of.

TIME COMMITMENT

Pre-Event	20 hours
Event	0 hours
Post Event	0 hour

Total commitment: Approximately 20 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

At least 2 months prior to the event:

- Begin to develop design ideas for participant, officials and staff shirts.
- Using previous Q event numbers, develop an estimate of the numbers/sizes of shirts needed for participants, officials and staff.
- Determine your estimated budget regarding production / shipping costs
- Collect cost estimates from 2 or 3 reputable companies
- Select the company you will use

At least 1 month prior to the event:

- Work in consultation with those involved in participant, officials and staff registration numbers to determine hard numbers related to the amount of event shirts required.
 - To determine the total number of participant shirts needed, add an additional 5% of your original total to the number of registered participants and distribute the extra amount across the various sizes according to the percentage of each size needed. For example, if the total number of registered participants is 750, multiply 750 by .05 to get 38. Distribute the extra 38 shirts based on the percentage of each size requested. If "Large" sizes made up 50% of the total, then you would add approximately 20 "Large" shirts to the order.
 - Work in consultation with those involved in the event budget to determine final cost goals
 - Based on budget allowances, decide on the final shirt designs
 - Based on budget allowances, decide on the shirt quality you may use (especially for staff polo shirts)
 - Communicate with the shirt company regarding the amount of time they will need for the production / shipping of your order
 - Obtain a "ship to" address at the event site and a contact person who can verify that the order has been accurately received (i.e., the correct amounts of each item were received)
- Prior to placing the order, obtain a purchase order from Nazarene headquarters.

- Based on your production / shipping time allowances, place your order with the shirt company.
- Follow-up with the shirt company to confirm your order has gone into production.
- Follow-up with the shirt company to confirm your order has shipped.
- Follow-up with your “ship to” contact person to confirm your order has been received.

Tournament Duties

None

Post-Tournament Duties

None

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.