

General Bible Quiz Competition Scheduler Job Description

Job Title: Competition Scheduler

Reports To: QAC Executive Committee

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SUMMARY Create competition schedules and make adjustments in schedules as competition proceeds.

SUGGESTIONS

TIME COMMITMENT

Pre-Event	40 hours
Event	5 hours
Post Event	2 hours

Total commitment: Approximately 47 hours.

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

Pre-Tournament Duties

1. Begin creating possible schedule options based on available rooms and estimated teams as soon as the Tournament Director requests them.
2. Once registration is finalized create all schedules and submit them to the Tournament Director for approval and publishing. Current schedules to be created include Regional A & B, District Experienced, District Novice, Local Experienced, and Local Novice. The Tournament Director may add other divisions.
3. After schedules are finalized figure room needs for question sets and submit to the Tournament Director for printing.

Tournament Duties

1. Before competition begins assemble all question sets for each room.
2. Assist the Room and Personnel Director in the setting up of all competition areas.
3. As registration finishes decide on any changes that need to be made to the schedules based on changes in teams.
4. Attend Officials meeting and Coaches and captains meetings to answer any scheduling questions and inform them of any changes.
5. As competition begins be ready to make emergency schedule adjustments to compensate for any problems that arise.
6. Coordinate between Quizmasters, coaches, building coordinators, and IT to make any necessary changes. Assist Tournament Director in any way necessary to make the tournament successful.
7. Provide the Room and Personnel Director a schedule of when various competition areas will be finished with competition and assist in the tearing down of all competition areas.

Post-Tournament Duties

- Evaluate all aspects of the competition schedules and make recommendations for future changes and improvements.

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.