

General Bible Quiz

Office Manager

Job Description

Job Title: Office Manager

Reports To: QAC Executive Committee

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Prepared Date: 06/09/2007

SUMMARY Manage the quizzing office during the event

SUGGESTIONS

1. Have one golf cart at the Quizzing Office at all times for emergencies (i.e. medical)
2. Need at least 3-4 office staff personnel for the long hours to rotate ... ☺
3. Office Hours were typically 7 a.m. – 11:00 p.m. Make sure that all those working in split shifts communicate ALL things that transpired on their shift so that the new shifts of people are informed. Always have two people at 7:00 a.m. – 8:00 a.m. and from 12:00 noon to 1:00 p.m. and from 5:00 p.m. to 6:00 p.m. Always lots of traffic during those times.
4. Need to purchase more First Aid Kits
5. Create an Office Manager. In that notebook have different categories for the following: Correspondence, Office Needs, Daily Schedule, Forms, etc. Keep a copy of every form for future use.

TIME COMMITMENT

Pre-Event	5 hours
Event	80 hours
Post Event	5 hour

Total commitment: Approximately 90 hours.

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

Pre-Tournament Duties

1. Complete list of ALL staff with cell phone numbers AND their responsibility
2. Make a separate Complete list of all emergency numbers for Office:

Director	name, cell, location
Housing/Registration	name, cell, location
IT Director	name, cell, location
Transportation	name, cell, location
Office Manager	name, cell, location (Quiz Office)
Quiz Office Number	location
Office Fax Number	
Nurses:	
Nurse (nights)	name, cell, location, project working
Nurse (back-up nights)	name, cell, location, project working
Nurse (no nights)	name, cell,
3. Tag all incoming equipment (i.e. jump seats, lap tops, etc.) prior to registration.
4. Keep track of all golf carts (who has one and where it's located) and make sure all golf cart keys are in the office
5. Keep track of all Quizzing Practice Rooms available for teams to practice
6. Keep track of Quizzing Practice computer that teams can check out for practice rooms

7. Keep track of all Walkie-Talkies – Use Check In Sheets and Check Out Sheets
8. Keep track of all Parking Permits – who gets them
9. Keep medical forms handy – if anyone needs one
10. Set up mail boxes for staff in Main Quiz Office.
11. Assist with alphabetizing medical forms with nurses (huge little project) ☺

Tournament Duties

1. Keep track of Just For Fun Tournament – Signup sheet and location of Tournament
2. Keep track of King of the Hill Tournament – Signup sheet and location of tournament
3. Photocopying should any needs arise
4. Staff Shirts (after they have been passed out – make sure you have them available for director should any more be necessary to hand out)
5. Keep track of ALL items borrowed from University where National Teen Bible Quizzing takes place – Keep all items on a check out sheet (location of each item borrowed) so they can be returned when event is over.
6. Take care of snack cards disbursement (record sheet - record the number on each card and the name of the individual using the card)
7. Keep track of all meal card replacements and money received when kids lose cards)
8. Take money for Video and DVD orders of National Teen Event
9. Safely keep offering until it's deposited daily
10. Take care of baseball tickets – Money collected for bus and meals
11. Take care of T-Shirt money when kids ordered them
12. Keep track of ALL nurses' locations. Make sure there is ALWAYS a nurse in the office/building.
13. Take care of replacing keys or any problems with keys – know who to contact regarding this.
14. Need accurate information on ALL ministry projects, i.e. location, time they are scheduled to be there, what age groups are going, etc. Read event brochure prior to event beginning so that all project information is in a folder for quick use in case of questions.
15. Make sure ALL organized activities are shared with office staff prior to event so office staff can help assist those stragglers that are left behind.
16. Make sure that emergency number and fax number are posted in a visible location near phone & fax machines.
17. Last day of event, keep track of photo, stats and equipment pickup by teams
18. Make sure that ALL announcements made in any service is given to office staff who are unable to attend due to manning the office.

Post-Tournament Duties

Assist in tear down of office

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.