

General Bible Quiz Awards Coordinator Job Description

Job Title: Awards Coordinator
Reports To: QAC Executive Committee
Prepared By: Todd Thomas
Prepared Date: 06/09/2007

SUMMARY Order and deliver the event awards

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:

- Based on previous Q event awards budget numbers and considering the planned number of competition divisions to be used for the current event, develop an estimated number of individual and team placing that will be recognized in each division
- Considering your estimated awards budget, determine the types of awards you will use (i.e., plaques, medals, trophies, or some type of combination)
- Select the awards company you will use and develop design ideas and cost estimates

At least 1 month prior to the event:

- Confirm hard budget award numbers with those overseeing the event budget
 - Determine the final numbers and types of awards needed for each division
 - Based on budget allowances, decide on the award designs / sizes / types
 - Communicate with the awards 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)
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- Prior to placing the order, obtain a purchase order from Nazarene headquarters.
 - Based on your production / shipping time allowances, place your order with the awards company.
 - Follow-up with the awards company to confirm your order has gone into production.
 - Follow-up with the awards company to confirm your order has shipped.
 - Follow-up with your “ship to” contact person to confirm your order has been received.

Tournament Duties

- Verify number and type of awards
- Coordinate set up of awards table with the Awards Ceremony Coordinator

Post-Tournament Duties

- Report on the quality of the final awards and compare costs between current and previous events.

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.