

# Q Recreation Coordinator Job Description

**Job Title:** Recreation Coordinator

**Reports To:** QAC Executive Committee

**Prepared By:** Bill Horning

**Prepared Date:** 10/29/2007

**SUMMARY** The main responsibility of this person is handle the extracurricular recreation activities. This includes coordinating the various activities using registration information to schedule participants, make sure the activities runs smoothly, answer questions about the activities and communicate with the event director.

## SUGGESTIONS

1. This person should get started in the initial stages of planning for each event in terms of identifying needs for the activities to be successful.
2. This person needs access to the people responsible for event activities to coordinate transportation, costs and which activities will work well with this event.

## TIME COMMITMENT

Pre-Event Approximately 10-25 hours working with the event director in determining which activities will be used and what will be required to have the activity.

Event The day before and the day of registration will involve a number of hours making sure the activities are ready and getting the participants to and from the activities. During the event there will be 2-3 hours a day helping to coordinate the activities, depending on the number and complexity of the activities.

Post Event Approximately 1-2 hours making recommendations for future event activities.

Total commitment: Approximately 20-45 hours.

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

### **Pre-Tournament Duties**

1. Work with event director to determine final list of activities
2. Communicate with event location staff to insure all requirements for the activities can be met
3. Work with event director and event location staff to determine any and all costs (participants and event)
4. Suggest advertisements for web site registration and mailings, including emails
5. Organize registrations by activity and coordinate payments with NYI Finance (online and onsite)
6. Determine transportation requirements (at least walking traffic flows) and coordinate with transportation coordinator (also need to determine if buses are required and what the transportation cost to the participant might be)

### **Tournament Duties**

1. Manage activities to insure that participants meet when and where necessary.
2. Work with event location staff assisting in whatever ways necessary.
3. Collect any fees due for onsite registrations for

### **Post-Tournament Duties**

1. Evaluate results of activities and make recommendations for the next event.

## **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.