## **ROLES AND RESPONSIBILITIES - SPORTS DEPARTMENT**

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## Department Head:

The Department Head serves as the primary decision-maker and the primary point of contact, guiding the department and determining the overarching direction of the organization or event. They establish strategic goals, define objectives, and lead the team to achieve collective success and contribute to the overall success of Paradox.

Responsibilities:

* Formulating event strategies and long-term plans.
* Overseeing all the functioning within the department .
* Coordinating with other departments to ensure smooth and efficient conduct of all events
* Making critical organizational decisions.
* Ensuring the alignment of events with the vision of Paradox.

1. Deputy Head:

The Deputy head plays a crucial role in supporting the Department Head, serving as a primary aide in planning, decision-making, and overseeing specific departments.

Responsibilities:

* Assisting the Department Head in planning and decision-making.
* Overseeing other departments as well as events.
* Acting as a liaison between the Core and the event organizing team.
* Providing leadership in the absence of the Department Head.

1. Super Coordinator:

Super Coordinators are key members responsible for coordinating multiple aspects of the department or event. They ensure seamless collaboration among different teams and facilitate effective communication. The super coordinator acts as a vital bridge between the event coordinators and the department head and hence must maintain a constant and effective communication.

Responsibilities:

* Coordinating within the department and also between other departments.
* Managing timelines and event plans.
* Problem-solving and conflict resolution.
* Undertaking tasks across different domains of the department.

1. Coordinator:

Coordinators oversee specific departments/events or areas. They focus on the detailed planning and execution of tasks within their domain to achieve the department's broader objectives. Coordinators ensure all the critical issues regarding events are taken care of.

Responsibilities:

* Planning and executing tasks in a specific area.
* Managing the volunteers
* Reporting any issues to the Deputy Head or the Head.
* Handling day-to-day operations in their assigned domain.
* Serving as a central point of contact for event teams.

1. Volunteer:

Volunteers are the lifeblood of the department, contributing hands-on efforts to execute plans and bring the event to life. They play a vital role in the successful implementation of tasks. Volunteers play a vital role in ensuring all the critical tasks are fulfilled. If you are applying for the sports department for the first time, this is the position for you.

Responsibilities:

* Executing assigned tasks and responsibilities.
* Collaborating with Coordinators and Super Coordinators.
* Being proactive and adaptive to the event's needs.
* Contributing to the overall positive atmosphere and success of the event.
* Being available at all times during and before the fest.