

Carlsbad Softball Association Event Coordinator

Description of Position:

The Event Coordinator organizes all major events for CSA including Opening Day, Closing Day, team announcements, Pay to Play, Casino Night, and other events.

Reporting Relationships:

The Event Coordinator reports directly to the President. The Event Coordinator supervises the Volunteer Coordinator and Publicity Manager.

Time requirements:

- Attend all Board meetings, with rare exceptions.
- Approximately 5-10 hours per week for a month prior to major events.
- Approximately 1-2 hours per week contacting and planning events in advance.

Season Schedule:

December: Planning team announcements.
January: Planning opening day.
February: Opening Day
March: Planning Casino Night/Pay to play
July: Planning all-star party with all-star coordinator

Individual Tasks:

- Researches and reserves locations for events.
- Lays out vendors and other activities.
- Assures that adequate volunteer coverage is available.
- Plans activities and develops themes for all events.

Related Documents:

None

7/19/2006