

Sports Events/Tournaments Coordinator

8 months

60 hours/month

Minimum wage

The Sports Events Coordinator shall:

- a. Promote and advertise all varsity athletics through campus media;
- b. Work with Athletics and cheerleader squads on spirit activities for varsity sporting events, including half-time events, dorm competitions, mascots, "midnight madness", etc.;
- c. During Homecoming week, plan and execute a pep rally or bonfire, and another pep rally should a sport go to playoff competition;
- d. Be responsible for hiring the Whitworth mascots, and maintaining the pirate mascot uniform;
- e. Coordinate roter buses to playoff games if budget or unallocated money is available;
- f. Coordinate student booster club, hiring assistants to mark attendance if necessary;
- g. In collaboration with the Intramural Coordinator, schedule monthly weekend tournaments throughout the school year.
- h. Set up sign up procedure, set tournament brackets, hire officials, reserve facilities, secure prizes, advertise and supervise tournament.
- i. Manage financial accounts and coordinate event costs within budget that's developed by you in the spring in coordination with the previous coordinator;
- j. Attend all coordinator meetings and the GE 330 leadership class;
- k. Attend the assembly meetings each week to be in touch with the events and programs of ASWU, and to keep members abreast of spirit coordinator services;
- l. Keep regular, posted office hours, approximately 5 hours per week;
- m. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- n. Serve on at least one committee approved by ASWU.

The Sports Events Coordinator shall possess the following qualifications:

- a. An unabashed pride in Whitworth University and a sincere desire to maintain an atmosphere of connectedness amongst the student body and the Whitworth athletic departments;
- b. Ability to motivate large groups of students in spirit activities, no fear in getting up in front of large groups of people to "sell" an event;
- c. Ability to think outside the box in providing spirit engendering programs to students, faculty, staff and administration.
- d. A constant knowledge of the different sports teams standings in the league and which games are important to promote.
- e. Knowledge of intramural sports system at Whitworth and playing rules of each sport.
- f. Experience in setting up sports tournaments and brackets, and running a tournament.
- g. Knowledge of what is required for good officiating.
- h. Good organizational and time management skills including: program development, promotion, implementation, evaluation and record-keeping.
- i. Be familiar with Whitworth University policies and procedures and how to access different resources to accomplish program goals.
- j. A good knowledge of the workings of ASWU and Whitworth Athletics.
- k. Be enrolled as an undergraduate student with at least 12 units per semester.