



Sports Events Coordinator

Associated Students of Whitworth University

Tasks and Responsibilities :

- a. Promote and advertise all varsity athletics through campus media;
- b. Coordinate with sports team's interns.
- c. Work with Athletics and cheerleader squads on spirit activities for varsity sporting events, including half-time events, dorm competitions, mascots, "Monday Mania", etc.;
- d. Coordinate with Special Events Coordinator to plan sports activity for Homecoming.
- e. Be available to meet with Alumni Relations.
- f. Coordinate roter buses to playoff games if budget or unallocated money is available;
- g. Coordinate student booster club, hiring assistants to mark attendance if necessary;
- h. Manage financial accounts and coordinate event costs within budget that's developed by you in the spring in coordination with the previous coordinator;
- i. Attend all coordinator meetings and the GE 330 leadership class;
- j. 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;
- k. Keep regular, posted office hours, approximately 5 hours per week;
- l. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- m. Serve on at least one committee approved by ASWU.

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. Good organizational and time management skills including: program development, promotion, implementation, evaluation and record-keeping.
- e. Be familiar with Whitworth University policies and procedures and how to access different resources to accomplish program goals.
- f. A good knowledge of the workings of ASWU and Whitworth Athletics.
- g. Be enrolled as an undergraduate student with at least 12 units per semester.

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Compensation : 60 hours/month at minimum wage for 8 months

Questions

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