

## *Position Title Registration Area Supervisor*

### *Position Description (Summary)*

Are you good at keeping things running smoothly even when there is chaos all around? Are you willing to provide help for a one-day event? Do you enjoy being around the energy of creative and focused young people? Does knowing you are making a big difference feel good to you?

*Position Description:* The *Tournament Registration Area Supervisor* is the first person the teams meet when arriving at the Destination Imagination Tournament. This position encompasses the ability to be organized and efficient as well as give clear, succinct directions about where to find event locations and what happens at the event so the tournament will run smoothly. As the area coordinator, you and your assistants will be responsible for making sure the teams receive their registration packets and letting them know the information it contains. You or your assistants will need to answer questions about the tournament site, schedule, and required paperwork.

### *Primary Duties*

- Work with Tournament Director to determine your area and schedule
- Arrive at tournament site with time to set up and get to know tournament layout and familiarize yourself with tournament site such as each challenge site, restrooms, garbage, instant challenge room, appraiser room
- Be alert to the needs of Team Managers and student teams, attempt to make their experience positive
- Make sure team packets are put together correctly with the name of the school, the challenge, and level, double check by the team managers name, also on the label
- Central Team Challenge and Instant Challenge times are on the outside of the envelope
- Remind team managers to read the Final Tour Notes in their packets
- Remind the structure challenge that weigh in is one hour before performance time
- Remind teams they need to check in at the Instant Challenge area at least 15 minutes before their scheduled time
- Set up and clean up assigned area

### *Interest Area*

- Enjoys organization and creativity
- Able to make decisions in a short time frame
- Is detail oriented
- Likes working with others to make sure they have a successful event

### *Location*

Gallatin Valley or Missoula/Ravalli Counties

### *Date*

Regional Tournament - 4 - 6 hours one Saturday end of February or beginning of March  
Affiliate(State) Tournament: 4 - 6 hours on third or fourth Saturday in March

*Age of Suitable Volunteers* – 18+

### *Required Skills/Qualifications (Training Requirements)*

- Flexibility and willingness to learn new skills
- Must be able to work effectively and respectfully with adults and children
- Able to solve problems quickly in a kind and positive manner

### *Specific Skills*