

## **Position Title *Tournament Supply Coordinator***

*Position Description (Summary)* Do you like to organize materials for special events? Are you happy when everything is in its place and you can check off tasks on your to-do list? Do you prefer to work behind the scenes to help prepare for fun and engaging events to help students develop and use their imaginations to improve our world?

### *Position Description*

The *Tournament Supply Coordinator* will work with the Tournament Director to inventory, sort, prepare, distribute, collect, and store event materials. This individual will be in charge of those who have volunteered to help prepare, unload, load, or sort and store the tournament supplies. The *Tournament Supply Coordinator* will set-up and manage the Tournament supply room during the tournament.

### *Primary Duties could be one or more of the following*

- Organize and prepare Appraiser and Challenge site totes
- Set up tournament supply room for efficient disbursement, return, sorting, and packing of supplies
- Make sure all tournament volunteer T-shirts are properly labeled and sorted for delivery at event
- Sort, Inventory and pack supplies for return to storage
- Oversee the transportation of supplies from storage to tournament site and back to storage
- Note what supplies need to be replaced and make sure they are ordered
- Prior to storage after tournament refill appraiser totes with supplies that need to be replaced
- Work with Tournament Director to assure that all supplies are stored or recycled properly

### *Interest Area*

- Enjoys organization and creativity
- Able to work independently
- Is detail oriented
- Likes working with others to make sure they have a successful event

*Location:* Gallatin Valley

*Date:* Primarily February and March for approximately a total of 20 - 25 hours including tournament days

*Age of Suitable Volunteers* 21+

### *Required Skills/Qualifications (Training Requirements) may include some or all of the following*

- Attention to detail
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills
- Must be able to communicate professionally
- Phone and e-mail connectivity

### *Specific Skills*

May need working knowledge of MS Office including Word and Excel