

Position Title *Special Event Coordinator*

Position Description (Summary) Do you like to plan events to help students develop and use their imaginations to improve our world?

Position Description

The *Special Events Coordinator* will work with the Affiliate Director to plan and implement recruiting and training events for prospective teams, current teams, and team managers. These special events will include creativity informational nights, Team Manager training, and Instant Challenge/Skill workshops. Other events might include summer activities and early release day activities. This position is responsible for the effective delivery of a broad range of activities and programs to promote and further the Destination Imagination program. Candidate should be a self-motivated, flexible, creative thinker who possesses the discipline and skills necessary to support all types of meetings and events. As a volunteer for MTDI, the Special Event Coordinator will support the vision and the mission of the organization, and will act responsibly and prudently.

Primary Duties

- Plan and implement a broad range of activities and programs
- Responsible for supervising and executing all of the details for each event from setup to tear down
- Work with Membership Coordinator to send all potential, past, and current memberships and teams directions on how to register teams for events and workshops
- Work with Affiliate Director and treasurer to establish budget for events
- Work with Volunteer Coordinator to determine how many volunteers will be needed for each event as well as what training the volunteers will need
- Communicate pertinent information about an event such as: fees, registration confirmation, on-site registration, parking, what to bring, etc. with participants
- Maintain database of teams and individuals registered for each event
- Send event schedule, map, directions and letter to all participants and volunteers and post them on the MTDI website
- Supervise the cleanup of the event (putting away tables and chairs, emptying garbage, lost and found, and packing up supplies)
- Offer input to the State Board of Directors
- Answer general inquiries about events from Affiliate's website

Interest Area

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

Location: Montana

Date Variable: April - October, January

Age of Suitable Volunteers 21+

Required Skills/Qualifications (Training Requirements)

- Computer Skills especially MS Office
- Phone and e-mail connectivity
- Must be able to communicate professionally
- Strong organization, management and communication skills
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills

Specific Skills

Working knowledge of MS Office including Word, Excel, and Publisher