

## **Position Title: *Tournament Director***

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

### *Position Description*

The *Tournament Director* shall be responsible for organizing and facilitating the Destination Imagination tournament. This person would help secure tournament sites, plan which rooms would be used, what supplies would be needed, and work on the tournament program and schedule. During a DI tournament, this person would be responsible for overseeing the event. As a volunteer for MTDI, the Tournament Director will support the vision and the mission of the organization, and will act responsibly and prudently.

### *Primary Duties*

- Organize and facilitate all aspects of the annual tournament
- Secure a site for the tournament and assign challenge sites
- Complete site insurance request and send copy of insurance certificate to Affiliate Director and host site
- Work with Affiliate Director on tournament budget
- Schedule team performance times for both Central and Instant Challenges and draft competition program
- Collaborate with Affiliate and/or Regional Coordinators to assure that tournament details are communicated to teams, appraisers, and other volunteers
- Recruit a food concessionaire for tournament day
- Work with building personnel on specific site requirements: trash disposal, lighting, PA systems, etc.
- Plan for intra-tournament communication by creating phone list of volunteer coordinators
- Oversee site setup and cleanup
- Obtain any challenge specific materials the Tournament Director is required to provide: weights, scales, measuring devices, etc.
- Work with Volunteer Coordinator on recruiting and placing non-appraiser volunteers
- Assist with awards and awards ceremony
- Communicate tournament results and significant events to Affiliate Director

### *Interest Area*

- Enjoys organization and creativity
- Able to work independently
- Likes working with others to make sure they have a successful program year
- Likes working with others to fit their interests to program needs
- Likes to recruit and work with people who enjoy working with creative youth

*Location:* Montana – Tournament location will depend on venue.

*Date:* September - March (Primarily February and March) Time commitment varies depending on when tournaments are scheduled.

*Age of Suitable Volunteers:* 21+

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

- Computer Skills
- Must be able to communicate professionally
- Strong organization and communication skills
- Must be able to work effectively and respectfully with adults and children
- Understanding of Destination Imagination Program and Tournament Structure
- Flexibility and willingness to learn new skills
- Must be able to work effectively and respectfully with the Governing Board of Directors

### *Specific Skills*

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