**Job Title: Chair, Coaches’ Corner**

**Reports to: Director, Special Events**

**Portfolio: Special Events**

**Scope of Position**

Plan, coordinate, and manage the Coaches’ Corner held on Sunday, February 16, 2020. The Chair, Coaches’ Corner is responsible for coordinating and implementing the Coaches’ Corner event plan within the designated budget. The chair will focus on event implementation, logistics, safety, volunteer & coach/officials coordination to deliver a memorable event that aligns with Airdrie 2020’s mandate.

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

* Plan, coordinate, and manage the Coaches’ Corner held on Sunday, February 16, 2020 during the Athlete Dance
* Coordinate logistics for the event including entertainment, activities, food and beverage
* Conduct safety and risk assessment for the event
* Liaise and communicate with other Airdrie 2020 committees including: transportation, venues, communications, culture, volunteer resources etc
* Develop and maintain relationships with suppliers and City of Airdrie
* Liaise with Communications teams for all communication materials and signage
* Determine volunteer needs, submit requisition forms, schedule and manage volunteers
* Ensure safety orientation is completed by all volunteers
* Demonstrate a safe work practice at all times by adhering to all Airdrie 2020 safety policies and procedures and ensuring one’s own safety is preserved along with the safety of co-workers, direct reports and public.
* Be mindful of all safety hazards/concerns within the work environment and ensure all safety issues are reported to the appropriate individuals
* Complete a detailed event report and provide Director, Special Events with all event timelines and plans for Airdrie 2020’s legacy commitment
* Other related duties as assigned

**Qualifications**

* Event management and coordination experience an asset
* Strong organizational skills and planning skills
* Experience working with and managing volunteers
* High level of proficiency in Microsoft applications.
* Strong communication skills both written and verbal
* Previous experience with Alberta Games is an asset
* Ability to take on responsibility and use initiative to prioritize and work effectively, under pressure and to tight deadlines.
* Innovative problem-solving skills.
* Excellent time management skills.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10lbs to 30lbs
* Ability to work in a loud environment
* High-stress, fast paced environment