



**Associated Students of Whitworth University**

## **Job Description**

# **Sports Events Coordinator**

## **Sports Events Coordinator**

**8 months**

**40 hours/month**

**Minimum wage**

### **The Sports Events Coordinator shall:**

- a. Promote all varsity athletics and advertise them through The Whitworthian, KWRS, Publications, email and other media.
- b. Work with Athletics and cheerleader squads on spirit activities for varsity sporting events, including half-time events, dorm competitions, mascots, etc.
- c. During Homecoming week, plan and execute a pep rally or bonfire, and another pep rally should a sport go to playoff competition.
- d. Be responsible for hiring the Whitworth mascots, and maintaining the pirate mascot uniform.
- e. Coordinate rooster buses to play off games if budget or unallocated money is available
- f. Attend all coordinator meetings and the GE 330 leadership class.
- g. Attend the assembly meetings each week to be in touch with the events and programs of ASWU, and to keep members abreast of spirit coordinator services.
- h. Keep regular, posted office hours, approximately 5 hours per week
- i. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- j. Serve on at least one committee approved by ASWU.

### **The Sports Events Coordinator shall possess the following qualifications:**

- a. An unabashed pride in Whitworth University and a sincere desire to maintain an atmosphere of connectedness amongst the student body, the Whitworth community and the Whitworth athletic departments.
- b. Ability to motivate large groups of students in spirit activities, no fear in getting up in front of large groups of people to "sell" an event.
- c. Ability to work and speak effectively with a variety of people including different groups of students, faculty, staff and administration.
- d. A constant knowledge of the different sports teams standings in the league and which games are important to promote.
- e. Good organizational and time management skills including: program development, promotion, implementation, evaluation and record-keeping.
- f. Be familiar with Whitworth University policies and procedures and how to access different resources to accomplish program goals.
- g. A good knowledge of the workings of ASWU and Whitworth Athletics.
- h. Be enrolled as an undergraduate student with at least 12 units per semester.