



JOB DESCRIPTION

- Title of Position:** Parish Achievement Day Coordinator
- Purpose:** The Coordinator will plan, organize, promote, implement and evaluate activities and duties that are a part of Achievement Day.
- Responsibilities:**
- *Work with staff to secure a date for the event. (Prior approval through school board.)
 - *Assist in contacting volunteers to serve as judges, contest monitors or other helpers.
 - *Plan, prepare for and host organizational meeting of committee.
 - *Oversee and assist the committee as they complete their preparation tasks. (see attached task list)
 - *Communicate with the school board, schools, club leaders, staff and committee.
 - *Attend Jr. Leader meeting several months prior to event to secure sign-ups for tasks.
 - *Call and host any necessary meetings of the committee.
 - *Check inventory of awards and order any necessary items.
 - *Prepare and copy the program for the event.
 - *Secure an event photographer.
 - *Provide supervision and guidance to the committee.
 - *Arrive early to assist with set-up and stay late to follow through with clean up.
 - *Trouble-shoot daily activities in checking on judges, contests, activities, etc.
 - *Call and host evaluation meeting of the committee, club leaders, Jr. Leaders, parish staff, judges, etc. after the event.
 - *Follow-up with Publicity Coordinator to make sure news articles are done.
- Skills/Knowledge/ Experience Needed:**
- *Organizational and planning skills.
 - *Ability to supervise and work with adult and teen groups.
 - *Creative techniques.
 - *Model of Good Character.
 - *Verbal and written communication skills.
 - *Knowledge of available volunteers.
 - *Good delegation skills.
 - *Encourager for maximum performance of volunteers.
 - *Ability to compliment and recognize work well done.

Time Required: 1 hour a week, two months prior to event; 2 – 3 hours a week one month prior to event; 8 – 10 hours the week of the event; 2 – 3 hours a week the week after the event.

Benefits:

- *Supervisory experience with youth and adults.
- *Improve leadership and organizational skills.
- *Increase circle of volunteers.
- *Make new acquaintances.
- *Sense of accomplishment and pride in seeing the successful end.
- *The reward of supporting and developing youth and the 4-H program.

Expectations:

- *Achievement Day will run smoothly and in a timely fashion.
- *Awareness of parish youth programs will be improved.
- *Participation of adult and teen volunteers will be increased by 10%.