



JOB DESCRIPTION

Title of Position: Awards Banquet Coordinator

Purpose: The Coordinator will plan, organize, promote, implement and evaluate activities and duties that are a part of the Awards Banquet.

Responsibilities:

- *Work with staff to secure a date for the event.
- *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 to promote the event.
- *Attend Jr. Leader meeting several months to secure sign-ups for tasks.
- *Call and host any necessary meetings of the committee.
- *Check inventory of awards and order any necessary items.
- *After agenda has been decided, prepare and copy the program.
- *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 activities at the event.
- *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 adults 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:

- *Awards Banquet 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%.