

# 2010 So You Want To Be A Coach Intern Job Description

**TITLE:** So You Want To Be A Coach Intern

**REPORTS TO:** Director of Events

**SCOPE:** The So You Want To Be A Coach Intern will be responsible for assisting the Director of Events with carrying out duties and assignments relevant to the "So You Want To Be A Coach" program and other assignments deemed appropriate by the Consultant and Director of Events and/or Chief Operating Officer. Some manual labor, lifting, travel and weekends are required.

## **RESPONSIBILITIES:**

### **So You Want To Be A Coach (75%):**

1. Serve as a liaison to speakers, program participants and other invited guests.
2. Communicate all program details to the participants.
3. On-site responsibilities include greeting all speakers prior to the start of each session with appropriate handout materials.
4. Coordinate room assignments and communicate all requests and changes to appropriate parties.
5. Coordinate with the sign-in procedure for the workshop.
6. Coordinate all meal functions for the "So You Want To Be A Coach" program.
7. Responsible for updating and maintaining the schedule for "So You Want To Be A Coach" on a daily basis.
8. Assist with the coordination of roommates.
9. Produce workshop binder for each participant.
10. Assist with coordination of room assignments and program schedule.
11. Coordinate distribution of workshop certificates.
12. Create program evaluations and coordinate distribution and collection of evaluations.
13. Assist with various on-site management tasks as directed by the Director of Events, and/or Chief Operating Officer during WBCA National Convention.
14. Coordinate the post event survey with participants.
15. Assist with post event activities (i.e., thank you letters, refunds, inventory, etc...).
16. Prepare post event report for submission to NCAA.
17. Responsible for drafting 2011 schedule of events.
18. Assist in tracking former "SO" participants.
19. Manage the So You Want To Be A Coach facebook page.

### **Administration (20%):**

1. Receive telephone calls in a professional manner. Handle calls if possible and forward detailed messages for other calls.
2. Process telephone requests for pertinent information.
3. Maintain informative and accurate records as well as an organized filing system for designated areas of responsibility.
4. Generate all necessary correspondence related to assigned event(s) responsibilities.
5. Participate in all mailings including assembly, printing, and processing.
6. Assist Chief Operating Officer with administrative duties.

### **Other (5%)**

1. Work the required three (3) Saturdays as designated the Director of Events.
2. Complete special projects and other duties as assigned by the Consultant and Director of Events and/or Chief Operating Officer.

**Please submit all application materials to:**

**Contact Name:** Daniella Trujillo

**Job Title:** Manager of Events & Office Administration

**Email:** [dtrujillo@wbca.org](mailto:dtrujillo@wbca.org)

**\*No phone calls please\***