

**POSITION DESCRIPTION**  
**Director of Events & Logistics**

**Purpose of position:** To manage and prepare the sports budget; recruit and manage volunteers of the local organizing committee and sports coordinators; serves as the liaison with municipal agencies and secures sport facilities, officials, and awards for the Games and special events.

**Duties and Responsibilities:**

- \* Recruits, trains and supports sport coordinators
- \* Manages local organizing committee (LOC)
- \* Oversees and secures insurance programs for organization
  - \* Provides venue list to Operations Director for insurance procurement
- \* Prepares sports budget and works with the Operations Director re-financials
- \* Serves as liaison with municipal agencies and parks & recreation depts
- \* Secures bids and follows through with purchasing of medals and awards for games and special events
- \* Serves as liaison with National Governing Bodies (NGB's)
- \* Manages volunteer recruitment, placement, evaluation, and training
- \* Secures facilities and security for sports and special events
- \* Procures sports equipment under assistance with Marketing Director
- \* Manages officials for sports and special events
- \* Manages aspects of organizing sports and special events
- \* Provides the results for the Games and for reporting
- \* Procures results, and demographics of Game participants working with Operations Director for reporting
- \* Manages and implements "Games center" during Main Games weekend
- \* Supervises sports intern
- \* Develops and oversees sport schedules
- \* Procures any needed permit for special events
- \* Provides information and registrations to the Operations Director for website updates

**Qualifications Required**

1. Minimum education: 4-year degree from an accredited institution or equivalent work experience
2. Specific training, experience and education: Athletic events programming and management, communications, management, and computer skills and programs. Organizing adaptive and inclusive events a plus.
3. Specific skills/attributes required: Excellent oral and written communications skills, ability to handle multi-projects simultaneously, and ability to work independently
4. Valid Virginia's driver's license or ability to obtain one before employment
5. Applicant must be legally eligible for employment in this country

**Supervisor:** President

**Position Classification:** At Will - Exempt

**Annual Salary Range:** Commensurate on experience and education