

Special Events Coordinator, Board of Directors – Oshawa Turul Soccer Club

Position Summary

The Special Events Coordinator is responsible for overseeing and managing all tasks required to plan, organize, and execute special events for the Oshawa Turul Soccer Club. This role includes coordinating club tournaments, fundraising events, and community engagement initiatives. The Special Events Coordinator works closely with the Board of Directors, volunteers, and external stakeholders to ensure successful event execution.

Key Responsibilities

Event Planning and Coordination

- Collaborate with the President, Secretary, and relevant committee members to discuss upcoming special events and tournaments.
- Establish a dedicated planning team or sub-committee to assist with event preparations.
- Assign roles and responsibilities to the planning team to ensure efficient event execution.

Budget Management and Sponsorships

- Liaise with the Treasurer to set and manage event budgets, ensuring all expenses and income are accurately recorded.
- Identify and secure potential grant funding or sponsorship opportunities to support event operations.

Event Logistics and Risk Management

- Coordinate with other board members and stakeholders to manage event logistics, including venue setup, scheduling, and required equipment.
- Finalize and implement risk management plans, including security and safety protocols.
- Acquire necessary permits, such as insurance coverage, to host events.

Promotion and Marketing

- Develop and implement promotional strategies to market events to players, families, and the wider community.
- Utilize social media, flyers, and other advertising methods to raise event awareness and drive participation.

Volunteer Recruitment and Management

- Organize the recruitment, scheduling, and oversight of event volunteers.
- Provide volunteers with clear instructions and support to ensure smooth event operations.

Event Execution

- Oversee team registrations, coordinate referees, and manage event schedules and fixtures.
- Create and distribute event site maps, schedules, and signage.
- Ensure all necessary supplies, such as participation awards and trophies, are procured and distributed.
- Ensure proper medical services or first aid are available during events.

Post-Event Evaluation

- Issue post-event surveys to players, coaches, parents, and other participants.
- Provide the Board of Directors with a summary report, including feedback and recommendations for future events.
- Document event planning processes and outcomes to support knowledge transfer for future coordinators.

Community Engagement and Partnerships

- Develop relationships with local colleges, universities, and community organizations to explore partnership opportunities.
- Collaborate with sport management programs to support player pathways and future initiatives.

Skills and Attributes

- Strong leadership, communication, and organizational skills.
- Ability to manage budgets and secure funding through sponsorships and grants.
- Knowledge of event planning best practices and risk management.
- Ability to work collaboratively with diverse stakeholders, including volunteers and external partners.

Physical Requirements

- The role may involve physical activity, including setting up event spaces and moving equipment.
- Flexibility to work evenings and weekends as required to support event operations.

This position plays a vital role in ensuring the Oshawa Turul Soccer Club operates effectively and remains a respected and valued part of the community. **The Special Events Coordinator will on average work 3-6 hours per week with up to 20 hours during an event and will work collaboratively with other board members to uphold the club's mission and vision while ensuring a positive experience for all participants.**

All interested and qualified parties are asked to apply with a cover letter and resume to admin@oshawaturul.com