



## **Operations Coordinator (March-June 2012)**

### **Overview:**

- Assist the tournament operations staff in all operational aspects and duties.

### **General Responsibilities:**

- Assist Operations Director with operation contract needs and negotiate local trades.
- Organize, inventory and manage warehouse.
- Assist Operations Director with all signage needs.
- Create list of items to be built for tournament week.
- Procure and place all necessary furniture and other supplies in temporary office trailers and tents.
- Managing and overseeing of all necessary inventory and storage needs.
- Assist Operations crew with variety of activities, including landscaping and television placement, installation of electronic leader boards, building of main gate, rubbish removal, etc.
- Assist Operations Director in coordinating all necessary rental items prior to tournament week (trucks, cars, forklift, etc.).
- Assist with on-course set-up (roping, staking, signage, etc.).
- Perform miscellaneous on-course duties throughout tournament week.
- Provide tournament staff with a comprehensive summary of internship after the event.

### **Timeframe:**

March–June 2012. Minimum of 20 hours per week Monday–Friday leading up to the event. Event time hours (mid May–June) are 40+ hours and is mandatory. Some weekends on an “as-needed” basis. Option to begin before March and continue past June to assist with tournament wrap-up if necessary to meet course credit requirements. This is a paid position; compensation will be discussed upon hiring.

### **Qualifications:**

Junior or Senior-level college student majoring in Sports Management or related field. Must have basic knowledge of PC software systems, including Microsoft Word and Excel. Requires good-organizational, problem solving, verbal and written communication and interpersonal skills. Professionalism a must. Experience gained in management, operations/logistics, purchasing and trade negotiations.

### **Apply Now:**

Contact Jessica Helgren, [jessica@principalcharityclassic.com](mailto:jessica@principalcharityclassic.com) or 515-279-4653 for more information.

