



The Principal  
Charity Classic®

Presented by WELLS FARGO

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

### **Overview:**

- Assist Volunteer Manager with all volunteer operations.
- Coordinate Par 3 Promotions; vendor program on Pro-Am days.
- Assist with coordinating Kids Day and Scavenger Hunt.
- Maintain volunteer database.
- Assist with tournament merchandise sales.

### **General Responsibilities:**

- Assist Volunteer Manager with Vice and Committee Chair Relations, volunteer recruitment, assignments, schedules and meetings
- Run Volunteer Headquarters during tournament week.
- Communications to volunteers and chairpersons.
- Inventory and distribution of volunteer uniforms.
- Organizing and set-up of volunteer party.
- Partner with local vendors to procure Par 3 Promotions and other tournament needs.
- Create Credential Boards for each entry point of event and sponsor relations committee – distribute to proper locations.
- Update information manual and trail office staffing volunteers.
- Responsible for miscellaneous operational duties in connection with tournament committees for event preparation.
- 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 Sport Management, Marketing, Communications or related field. Must have basic knowledge of PC software systems, including Microsoft Word and Excel. Knowledge of Adobe Photoshop preferred. Requires good-organizational, problem solving, verbal and written communication and interpersonal skills. Professionalism a must. Experience gained in management, marketing, 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.

