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| Document | **City Meet Assistant Director – NSC Job Description** |
| Version | 2.0 |
| Date | June, 2014 |

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| Job Name | **City Meet Assistant Director** |
| Summary | Responsible for assisting in the preparation and oversight of the City Championship meet. |
| Pre-Meet | □ Meet with the City Meet Director and assign responsibilities for the City Meet committee  □ Provide leadership to the City Meet committee  □ Assist the City Meet Director in any area when necessary  □ Help with the set up on Friday afternoon- be sure signage is sufficient, communicate any issues to the City Meet director, etc  □ Be sure the awards committee is set- awards are in the correct room, answer any questions, etc  □ Be sure the heat sheet and t-shirt committee is set- heat sheets and t-shirts are in the correct spot, cash box is ready (obtain from NSC treasurer), etc  □ Be sure the worker check in tables are set with each teams envelope put in the respective spot  □ Be sure the team envelopes are properly prepared with the volunteer worker name badges, schedule for each session and the heat sheets for the coaches |
| During Meet | □ Be sure the volunteer workers are reporting on time  □ If a given volunteer worker does not report on time, contact the NSC rep or the Job Coordinator to provide a replacement  □ Be accessible at all times in case there is a problem |
| Post-Meet | □ Ensure each team area is clean before team reps are allowed to leave  □ Assist the City Meet Director in announcing the results of the meet  □ Assist the City Meet Director in putting supplies back into the bins |
| Supplies | □ Bins will be provided by the Classic Meet Chair |