



## **Powerade State Games of North Carolina**

### ***Operations Assistant***

**Position Purpose:** To assist with coordinating, planning, and implementing the Powerade State Games of North Carolina.

**Dates:** May – July

**Supervised By:** Powerade State Games Director & Assistant Director

#### **Major Duties/Tasks/Responsibilities**

- Assist with Powerade State Games promotional needs
- Assist staff with Powerade State Games equipment plan, including overseeing the distribution and return of all equipment
- Serve as a Powerade State Games Ops Team Member
- Assist with facility setup/breakdown on event days
- Assist with data entry for all sport and player registrations
- Create and adjust sport schedules as necessary
- Assist in collecting and posting of the Powerade State Games Results
- Create scout packets for all HS Showcase sports
- Work to create information for the media including results write-up, human interest stories, etc.
- Assist in administrative office duties with phone, fax, mail, email, and etc.
- Attend staff meetings and prepare reports as required
- Function effectively within the staff and volunteer team
- File a detailed after-action report regarding positive and negative experiences while making recommendations for future Powerade State Games
- Other duties as assigned

#### **Knowledge/Skills/Abilities**

- Prior experience in sport/event management
- Good clerical and customer service skills
- Ability to effectively manage and work with others
- Ability to work in demanding and stressful event conditions
- Organizational skills and ability to prioritize
- A wide variety of sport knowledge/etiquette

***Please contact Roxanne Neumann (roxanne@ncsports.org) for more information.***