**Job Description - Assistant Special Events Coordinator**

The hiring salary is $14.00 Per Hour

**Job Title:** CVBA Assistant Special Events Coordinator.

**Reports To:** Tournament Convenor/League Director/League Administrator

**Job Status:** The main hours of work for this position will be weekends from May to Labour Day.

**Hours:** Up to 30 hours per week.

**Summary:**

The Assistant Special Events Coordinator will be responsible for performing a variety of duties for the League which will include, but not limited to, assisting at: weekend Tournaments, Snack Bars, Rally Cap Night, T-Ball Celebration Day and performing all other responsibilities and duties as directed or assigned by the League or it representatives.

**Essential Duties, Responsibilities and Tasks:**

1. Assist Tournament Convenor in all roles and duties to ensure positive experience for all participants and their parents.

2. Assist in the organization and delivery of a successful Rally Cap Night and T-Ball Celebration Day and to ensure a positive experience for all participants and their parents.

3. Assist in the Snack Bar when required including operating a barbeque.

**Qualifications/Necessary Knowledge, Skills, and Abilities:**

1. Must be at least 17 years old and returning to School in September.

2. Demonstrate the ability to interact with the public and coworkers in a friendly, enthusiastic and outgoing manner.

3. Demonstrate excellent communications and computer skills with proficiency in Microsoft Office, Microsoft Word, Microsoft Excel, Power Point, Outlook, Instagram, Facebook and Twitter.

4. Knowledge of the basics of food handling along with knowledge and ease of using a barbeque.

5. Require the ability to bend, twist, and stand to perform normal job functions.

6. Require the ability to lift/push objects weighing over 30 lbs.

**Physical Demands**:

1. Ability to lift at least 30 lbs.

2. Work is performed both indoors and outdoors in all kinds of weather.

3. Physical ability to stand for several hours at a time.

Must have Reliable Transportation.

**Contact: League Administrator at 905-832-9659 or Email at info@vaughanvikings.com**