

Activities & Events Coordinator

FUNCTION: Assists in the facilitation of all activities programs and events through cooperation with the Activities and Events Director, Activities Council and Committee members. Encourages and assists volunteers in meeting deadlines and obligations; provides support for and assistance to the VP of Activities and other volunteers. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Work as part of a team with National Office staff. Have strong problem solving, critical thinking, organizational, written and oral communication, and people skills to successfully work with various levels of Pony Club volunteers (customer service is an important consideration). Must be computer literate in Word Processing, Data Entry, have knowledge of computer hardware and software and enjoy sharing that knowledge with others. Some travel and overtime (evening and weekend hours) work may be required.

RESPONSIBILITIES:

- Activities Department
 - Assists in facilitating Activities Programs and Committees.
 - Programs
 - Foxhunting Recognition Program
 - Eventing Recognition Program
 - Dressage Recognition Program
 - Assist in facilitation of Live Oak Hounds with Development
 - Committees
 - Liaison for International Exchange and Special Opportunities Committee
 - Assist Discipline Promotions Committee
 - Assist Discipline Education Committee
 - Assist Competitions Committee
 - Rulebooks - Assists in the review and proofing of discipline rulebooks.
 - Review Discipline rulebooks for correctness of rules
 - Review rules for relevance and application
 - Creates and Coordinates dissemination of Activities information through vehicles such as E-News, Pony Club News, social media, and the digests.
 - Processes Activities related Awards and Certificates throughout the year.
 - Assist regions in rally support such as scoring, advice in organizing/facilitation, provide rally equipment when necessary.
 - Maintains scoring Excel files.
 - USPC Convention
 - Assists in organizing, creating registration system, processing registrations and creating registration packets.

- Helps create promotional materials and assists in promotion of event.
 - Coordinates with National Committees for workshop topics and works with presenters to create a workshop schedule.
 - Maintains the Convention module of the database, provides registration information updates as requested, maintains historical statistics.
 - Provides timely and accurate reports to assist in preparing guarantee numbers for meals and other planning purposes.
 - Provides audio visual technical assistance to presenters before, and during the event.
 - Assist in the loading, unloading and set up of event related supplies and equipment weighing up to 50 pounds.
 - Assist in the facilitation, troubleshooting and content for Virtual Convention
- Festival/Championships
 - Assists in organizing, creating registration system and processing registrations.
 - Helps create promotional materials and assists in promotion of event.
 - Maintains the Championships module of the database and timely and accurate reports to assist in planning purposes.
 - Reviews entries and coordinates with Discipline Secretaries to resolve issues.
 - Processes entries and works with Activities and Events Director to create event/ride schedules as requested.
 - Coordinates with Discipline Secretaries to prepare registration packets.
 - Maintains inventory of Signs, Banners, and all Championships materials stored at the USPC National Office.
 - Assist in the loading, unloading and set up of event related supplies and equipment (pop up tents, water troughs, boxes of trophies, boxes of sponsor prizes, etc.) weighing up to 50 pounds.

RELATIONSHIP: Reports to Activities and Events Director. Has frequent contact with other staff members, Committee Chairs and volunteers. Must be able to communicate and work with others as a team.

Please email resume and cover letter to Karen Clark at mainoffice@ponyclub.org