

OHSVCA State Clinic Coordinator Job Description

Position: Subcontracted Position

Contract dates: August 16th to August 15th

Attendance Requirements (Mileage paid): Spring Meeting, Clinic Meeting, and Clinic

Salary: Level V

Lodging Requirements (paid): OHSVCA Clinic Thursday and Friday

Duties:

1. Plan, organize, and execute the OHSVCA Clinic.
2. Be the onsite supervisor for the OHSVCA Clinic. Coordinate district trustees to assist with clinic operations.
3. Secure a site for the clinic.
4. Notify the executive director of the number of hotel rooms needed for the clinic.
5. Prepare a clinic agenda.
6. Write a clinic event preview for the OHSVCA website.
7. Provide the executive director with clinic agenda / registration information.
8. Contract speakers for the clinic.
9. Collect and copy all handouts for the clinic.
10. Prepare a progress report for the OHSVCA District Trustees at the Spring Meeting.
11. Prepare a post clinic report for the OHSVCA President.
12. Prepare for the treasurer a projected annual itemized budget of expenses and/or revenue for the position.
13. Update contact information and news on the OHSVCA website.

Updated 3-15-09

