

OHSVCA Clinic Registration / Membership Coordinator Job Description

Position: Subcontracted Position

Contract dates: May 1st to April 30th

Attendance Requirements (Mileage paid): Clinic Meeting & OHSVCA Clinic

Salary: Level IV

Lodging Requirements (paid): OHSVCA Clinic Thursday and Friday

Duties:

1. Work with executive director to prepare and copy a flyer for the OHSVCA State Clinic. Distribute to all Junior and Senior High Schools in Ohio by May 10th.
2. Collect all pre-clinic registrations.
3. Prepare a list and nametags of pre-registrations for the clinic.
4. Assist on site clinic registrations.
5. Maintain an updated data base of the OHSVCA Membership. Provide this list to the Webmaster, All Star Match Coordinator, Vice President (for elections), and for use in the Hospitality Room at the OHSAA State Volleyball Tournament.
6. Prepare for the treasurer a projected annual itemized budget of expenses and/or revenue for the position.
7. Update contact information and news on the OHSVCA website.

Updated 3-15-09