

## **JOB TITLE: LOCAL EVENT COORDINATOR**

**JOB PURPOSE: ACHIEVES EVENT VOLUME FOR COUNTY**

by  
managing Site Supervisor; local promotion; attaining activity quotas.

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### **ESSENTIAL JOB RESULTS:**

% of  
time

- \_\_\_\_ **1. MAINTAINS SITE SUPERVISOR CHANNELS**  
by  
recruiting, selecting, orienting, training, encouraging, and managing Site Supervisor
- \_\_\_\_ **2. ACCOMPLISHES SITE SUPERVISOR RESULTS**  
by  
communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining Site Supervisors; initiating, coordinating, and enforcing systems, policies, and procedures.
- \_\_\_\_ **3. DEVELOPS PROMOTIONS**  
by  
setting goals with Site Supervisors.
- \_\_\_\_ **4. ACHIEVES SALES OBJECTIVES**  
by  
setting quotas with Site Supervisor; presenting products to Site Supervisors.
- \_\_\_\_ **5. ACHIEVES FINANCIAL OBJECTIVES**  
by  
staying within budgets for accrual and overhead costs.
- \_\_\_\_ **6. MAINTAINS EVENT ACCOUNTS AND OPERATIONS**  
by  
submitting claims and/or deductions; communicating actions and irregularities.

% of  
time

- \_\_\_\_ **7. PROVIDES INFORMATION TO FRANCHISEE MANAGEMENT**  
by  
recapping promotional activity; reporting business opportunities, results, trends, and competitive information.
- \_\_\_\_ **8. MAINTAINS QUALITY SERVICE WITH SITE SUPERVISORS**  
by  
establishing and enforcing organization standards.
- \_\_\_\_ **9. MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE**  
by  
attending Franchisee workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in T★GLOBAL societies.
- \_\_\_\_ **10. CONTRIBUTES TO TEAM EFFORT**  
by  
accomplishing related results as needed.

**JOB TITLE: SITE SUPERVISOR**

**JOB PURPOSE: SATISFIES TEAMS/PLAYERS AT TOURNAMENT AND LEAGUE**  
by  
identifying and selling prospects; completing event and contracts.

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**ESSENTIAL JOB RESULTS:**

% of  
time

- \_\_\_\_ **1. ATTRACTS POTENTIAL TEAMS AND PLAYERS**  
by  
studying competition; building site relations; obtaining referrals; preparing advertisements; contacting leads; organizing special marketing events; inspecting appearance of site; training event attendants; recommending pricing.
- \_\_\_\_ **2. IDENTIFIES POTENTIAL TEAMS AND PLAYERS**  
by  
greeting visitors at sites; entering registration information; identifying needs; assessing interests; explaining the tournament/league and options.
- \_\_\_\_ **3. SELLS TO TEAMS AND PLAYERS**  
by  
following up on prospects; pointing out event advantages; representing company's interests.

% of  
time

- \_\_\_\_ **4. COMPLETES TEAM AND PLAYER CONTRACTS**  
by  
writing specifications; pricing changes; obtaining earnest money; setting appointment with teams and players; following up on TPRF application and other required papers.
- \_\_\_\_ **5. MAINTAINS QUALITY SERVICE**  
by  
establishing and enforcing organization standards at bars, town squares, shopping centers and parks.
- \_\_\_\_ **9. MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE**  
by  
attending workshops; reviewing professional publications; establishing local personal networks; applying state-of-the-art practices; participating in T★GLOBAL local societies.
- \_\_\_\_ **10. CONTRIBUTES EFFORT AT SITE**  
by  
accomplishing related results as needed.

