Elon Volunteers! Leadership Position Description
Event Director

Purpose:

As Director of Events your purpose is to develop and enhance your coordinators leadership skills and oversee the logistics of your coordinators programs. You will be responsible for organizing resources, sharing your passion, and raising community issue awareness in order to engage yourself and others in working for positive social change.

Position Summary:

The Director works with all events coordinators to help coordinators direct a multitude of tasks for developing and running each part of their event throughout the year. You will work alongside the student Coordinators, the KC/EV! Intern, and the Kernodle Center Assistant Director. You will help with professional development of coordinators working with logistics and volunteers. This position requires a time commitment of 7-10 hours a week.

Duties & Responsibilities:

Recruitment:
- Advertise for open positions (throughout the year) for service events.
- Review applications and conduct interviews of all interested applicants for service events.
- Attend all service and organization fairs.

Training:
- Attend and participate in required staff development workshops and Kernodle Center trainings.
- Plan and implement trainings and meetings for all event coordinators

Administrative Tasks:
- Coordinate coordinator meetings
- Validation: Validate coordinators hours and make sure they have completed their events validation.
- Create monthly, mid-year and year-end reports.
- Check event planning forms to make sure things are running smoothly.
- Help with general office tasks (answering phones, helping people when they come to the office, keeping the office neat, etc.).

Communication:

Site:
- Establish and maintain regular contact with coordinators.
- Communicate expectations with and provide regular, on-going feedback to coordinators.
- Check and respond to all related emails in a timely manner.

Staff:
- Submit weekly updates to Intern (Lucy).
- Track communication with coordinators in an organized document.
- Meet weekly for individual meetings with the Intern.
- Attend monthly director’s meetings.