

YORK SPORT COMMITTEE
TOURNAMENT SECRETARY OFFICER ROLE DESCRIPTION 2017/18



ROLE TITLE: Tournament Secretary

REPORTING TO: York Sport President

AREA: Heslington West

DAY: Flexible

SUGGESTED TIME: Maximum 6 hours per week (term time only)

ROLE SUMMARY: To contribute to the development of the York Sport Union by providing effective and exciting opportunities for students and the community to engage in events and tournaments at York.

KEY TASKS:

- Assist in the organisation of York Sport Union sporting tournaments i.e. Roses and College Varsity
- Create and develop ideas to engage students and the community in York Sport Union events
- Liaise with tournament secretaries at both Lancaster University and Durham University to build and maintain external relationships in the planning of sporting tournaments
- Act as a point of contact for clubs during the planning stages of the sporting tournaments
- Work with the York Sport President to organise pre-tournament camps
- Act as a point of contact for a group of clubs, providing support and advice where possible
- Attend weekly York Sport Committee meetings

SKILLS DESIRED:

- Interest / knowledge of sport
- Enthusiastic and motivated approach towards YUSU Student Opportunities
- Time available to dedicate towards the position
- Excellent communication and organisation skills
- Ability to work in a team and independently

BENEFITS:

- Opportunity to be part of a yearlong, purposeful work experience opportunity
- Personal Development mentoring
- Project management experience
- Great way of making new friends