

Job title	<i>QCMH Special Events Coordinator</i>
Reports to	<i>QCMH Committee</i>

Job purpose

The QCMH Special Events Coordinator is responsible for coordinating approved special events throughout the year as sponsored by the QCMH.

Duties and responsibilities

Primary job duties and responsibilities are:

- Control sanctioned events from conception to clean up.
- Meet with responsible individuals to work out event details i.e.
 - Planning
 - Advertisement
 - Location
 - Special Needs
 - Food
 - Entertainment
 - Staff and cleanup.
 - Adherence to budgets
 - Organize transportation
 - Coordinate speakers
 - Manage any required special equipment (PA, Loudspeakers, ...)
 - Efficiently and handle any crisis that may come up.

Qualifications

- Minimum Requirement for this position is one year of continuous sobriety

Working conditions

- Working Conditions vary

Physical requirements

- There are no physical requirements for this position

Direct reports

- No direct reports but may be responsible for management of event personnel.

Typical Special Events

There are a number of approved special events throughout the year, including, but not limited to:

- Spring Picnic
- Alcahons
 - Thanksgiving
 - Christmas
 - New Year
 - Memorial Day
 - 4th of July
 - Labor Day

Approved by:	
Date approved:	
Reviewed:	