Posting: Judge Coordinator, National TSA Conference

Position Type: Volunteer

Scope: 2021 National TSA Conference, Orlando, FL

Responsibilities:

• Recruit over 160 qualified volunteers to judge student events
• Coordinate and schedule at least three judges for each competitive event
• Coordinate and communicate with National TSA and Florida TSA
• Coordinate and communicate with FL TSA Executive Director
• Physically provide coverage for judges’ room from 7am-9pm daily during conference
• Check in judges onsite and distribute registration material
• Create and communicate schedules using Volgistics Software provided by Florida TSA
• Attend planning meetings upon request
• Provide laptop and printed judge schedules for coordination during conference

Skills:

• Superior organizational skills
• Experience with Microsoft Office Applications
• Effective oral and written communication
• Positive team oriented attitude
• Experience with meeting deadlines
• Ability to manage multiple tasks

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director
TSA@JustinLauer.net by August, 28, 2020.