

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.