

Document	Job Coordinator -- NSC Job Description
Version	5.0
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Job Name	Job Coordinator
Summary	1. Gather volunteer workers to work the championship meets 2. Sign in workers on the day of the meet. 3. Provide replacement workers if workers do not show up.
Pre-Meet	☐ You will find out what jobs you need to fill from the Meet Director and be provided a job signup sheet ☐ Approach people on your team to fill the jobs ☐ Fill out the signup sheet completely and email back to the Meet Director by deadline
During Meet	1. Sign in workers on the day of the meet (at each “division” of the session) 2. Provide replacement workers if workers do not show up 3. Hand out name tags to workers. These will be provided by NSC with a person's name, session, team and job.
Post-Meet	None
Supplies	☐ Job Signup Sheet ☐ Pens & markers
Notes	While not necessary, it is possible that the same person can serve as the Classic and the City Job Coordinator.