

San Diego BIG SOUTH MISSION BEACH JOB OPTIONS:

Please designate your 1st, 2nd and 3rd choice to participate in our non-profit & fill out attached job application.

_____ Facility Management / President

Recruit and manage team that helps take care of volleyball and basketball facility at South Mission Beach. Management experience required.

_____ Membership Director / Vice-President

Responsible for growing and servicing San Diego (BIG) member base, developing campaigns to grow and retain members, implementing membership projects and managing the processing of membership fees.

_____ Donations

Responsible for collecting/asking for donations (cash, checks and debit cards) from players using the court. Must be good with money and have references.

_____ Sponsor Relations

Responsible for seeking out new Sponsors as well as maintaining the relationships with past supporters. Good networking skills required.

_____ Social Director

Responsible for coordinating social events for players. High energy personality a plus.

_____ New Recruits Director

Responsible for retaining new players and volunteers for events. Will work closely with membership director.

_____ Equipment & Maintenance

Responsible for planning, coordinating, purchasing, delivering and directing the operations of all equipment for effective maintenance and repair, equipment safety and equipment utilization on site at South Mission Beach.

_____ Secretary

Responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

_____ Treasurer

Assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public. They must maintain a working knowledge of both current accounting and financial practices.

_____ Promotions Director

Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product, activities or services offered by the organization.

_____ Internet/Social Media

Responsible for updating facebook, twitter, active.com, craigslist etc.

_____ eNewsletters Responsible for sending out monthly eNews

_____ Website Developer/Maintenance

Responsible for updating/maintaining the SDBIG.org website

The following job positions will be instated after our Board of Directors is established and we decide as a group whether we will hold activities and events for our members.

_____ Events Director

Responsible for overseeing the organization's fundraising/volleyball events and other activities.

_____ Permits/Insurance

Responsible for submitting required paperwork and funds for each event while ensuring we have the correct licenses and insurances.

_____ Equipment

Responsible for set up/tear down each event

_____ Tournament/Clinic Director

Greet teams as they arrive, distribute tournament rules and schedule. Manage tournament schedule throughout the day. Track scores and standings. Determine special awards. Preside over awards ceremony

_____ Player Relations

Responsible for player check in, waivers, surveys

_____ Food

Responsible for coordinating the food vendors

_____ Community Relations

Responsible for identifying the major groups that interact with BIG, identify partnership opportunities and eyes and ears of the community.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Alternate Address: _____
Street City/State Zip

Contact Information: _____
Home Telephone Mobile Telephone Email

How did you learn about our company?

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____
Hourly or Salary

EDUCATION

| | Name and Location | Graduate? – Degree? | Major / Subjects of Study |
|---|-------------------|---------------------|---------------------------|
| High School | | | |
| College or University | | | |
| Specialized Training, Trade School, etc... | | | |
| Other Education | | | |

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

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|----------------|--------------|----------|------------|
| | | | |

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| | | | |

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