



Writers coordinator

Job Description

Primary Objective : The provision of sufficient writers & runners to meet the requirements of the event

Responsible to : Event Manager

Relationships: Event Secretary, Admin Team, Judges Officer

Key Responsibilities:

Maintain a record of available writers for committee use through membership & offers of help

Advertise the need for writers & runners for an event

Coordinate the responses to ensure adequate writers for each class & runners for days

Check writers are suitably experienced for the class

Provide event secretary with names for classes or add to arena plan supplied by event secretary

Notify writers of times they are scheduled

For champs- provide spare writers and contact details to event secretary

Provide writers with basic instructions for writing

Meet writers before the class and introduce to the judge

Brief runners of protocol around arenas

Personal Requirements

- A good working knowledge of excel
- Good organisational & problem solving skills
- Patience & ability to stay calm in the face of adversity
- Good people skills