



Tennessee Senior Olympics Job Description Event Assistant



The Tennessee Senior Olympics is seeking an assistant to aid with preparation and on-site tasks related to our multi-sport week-long event. We are a non-profit 501c3 organization dedicated to promoting healthy lifestyles for adults 50+ through sports and fitness.

The majority of the work will be remote with on-site presence in Williamson County needed June 21-June 29, 2023.

Pre-Event Responsibilities (primarily remote):

- Help with preparation of brackets and schedules.
- Prepare competition notebooks and equipment boxes.
- Learn online sports and registration programs to help with administrative tasks.
- Answer athlete questions through e-mail and returned phone calls.
- Assist with pre-preparation details for the Hall of Fame and Athlete Reception.

Games Responsibilities (on site in Williamson County):

- Assist with any item needed to run events. May include:
- Set-up the days prior to athletes arriving.
- Equipment preparation and delivery of items to venues.
- Help with delivery of volunteer lunches.
- Aiding at athlete check-in, with scorekeeping, timing, or other tasks at events.
- Help at Athlete Reception.

Qualifications:

- A team player who loves being with people in a fast-paced environment during the event.
- Experience in sports/event management or working towards that goal a plus.
- Computer and tech skills.
- Ability to lift boxes and other equipment (50 pounds) and to be on feet.
- A passion for older adults is a plus.
- Excellent interpersonal and communication skills – both written and verbal

\$15 Hourly

- Hours will be part-time, 15 hours a week or less leading up to state finals.
- 10 days at June state finals will be 8-12 hrs/day.
- Position can carry through to fall with part-time hours leading to other events.

To apply click here: <https://form.jotform.com/230825672260959>