



Job Title: Godwin Athletic Association Program Development Coordinator

Purpose: The Program Development Coordinator will oversee the development of the Annual Godwin Sports Programs that will include Fall, Winter and Spring sports seasons.

Key Responsibilities:

- (1) Attends GAA meetings on the first Monday of each month and communicates status of Program Development. Serves as a Voting Board member.
- (2) Will work with the GAA photographers, GAA Program Ad Sales Coordinators, the Godwin Athletics Director, a designer and a printing company to develop and produce the sports programs.
- (3) Each sports season, the Program Development Coordinator, along with the photographers, go to the designated team picture days to get various photographs for the programs (such as photos of the captains, seniors and candid/action shots of each team).
- (4) Also communicates with team coaches to obtain rosters, schedules and other information for the programs (including identifying team members in photographs).
- (5) Gather and organize team rosters, schedules, photographs, GAA board member information, GAA President's, Principal's and Athletic Director's messages, advertisements/sponsors, and GAA membership lists for programs. Once information is compiled, it will be sent to designer for program layout. Once reviewed and confirmed all information is correct, program will be sent to printer.
- (6) Coordinate with GAA Membership Coordinator to determine the number of programs to order.

Reports to: President of the Godwin Athletic Association

Length of Term: Two years - Beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year.

Time Commitment: Each Season - 10-15 hours

Qualifications: Good communication and project management skills.