

Director of Operations – Task/Duties

Operations/Office Management

- Manage/obtain the office supplies
- Keep track of employee records – vacation/sick time
- Keep track of employee insurance – health & Mutual of America
- Keep track of retirement payments
- Keep track and update web domains for the Commonwealth Games and all Special Events
- Maintained and update website as needed

Accounting/Finances

- Manage accounts receivables – creating invoices and sales receipts
- Manage accounts payable – recording the bill and bill payments
- Manage deposits
- Manage payroll for employees, interns & contract labor
- Prepare and finalize all paperwork for the annual audit
- Work closely with Comprehensive Business Solutions in reviewing monthly financial statements

Get Healthy Virginia

- Work with Chris, designer of www.GetHealthyVirginia.org to get all information, pricing and program structure in place
- Help to recruit teams to participate
- Schedule presentations on the program to various groups and organizations
- Send out weekly newsletters
- Keep track of incentives/awards

Triathlon

- Stuff packets
- Help set up for packet pick-up and water/food station
- Assist with packet pick-up Friday before and morning of the event
- Assist where needed on the course after registration closes
- Help with clean up

AP Festival Run

- Update the website
- Design the postcard and mail-in entry form
- Update the registration program for online entries
- Manage all mail-in entries
- Stuff packets
- Manage packet pick-up the Friday before and the morning of the race
- Assist where needed after registration closes
- Help with clean up

Subway Commonwealth Games

- Update the website for all the sports information, sponsors, etc.
- Manage all registrations - offline and online
- Setup and manage all online registration information/entries
- Oversee all packet pick-up for individuals and teams
- Update all mail-in entry forms
 - Team
 - Individual
 - Lacrosse
 - Field Hockey
 - Inline Hockey
 - Karate
 - Masters Swimming
 - Bowling
 - On-site
- Order team bags – and confirm with BioFreeze the individual bags and samples
- Manage all packet stuffing for individual and team bags
- Oversee all of the Games Passes/lanyards, All Access Passes and Board Passes
- Oversee the following publications – design, editing and printing:
 - Subway Commonwealth Games/VAS brochure
 - Lax/Field Hockey Program
 - All-Star Baseball Program
 - Figure Skating Program
- Assist in decision making for the Athlete Tailgate Party and Opening Ceremonies
- Delegate and manage spring/summer interns (Operations, Marketing and Event Management)
- Oversee volunteers to help with registration and packet pick-up
- Work with hotels in obtaining contracts then invoicing them for a \$3 rate per room
- Serve on LOC and other committees as requested
- VIP Reception
 - Assist with decision making of room layout, food choices, script
 - Design invitations
 - Order paper and envelopes
 - Manage the printing and mailing of invitations
 - Collect and record (with intern) RSVPs then create nametags
 - Oversee Silent Auction payments

Fall into Fitness (2009)

- Work with Chris, designer of www.GetHealthyVirginia.org to get all information, pricing and program structure in place
- Help to recruit teams to participate
- Schedule presentations on the program to various groups and organizations
- Send out weekly newsletters
- Organize and contact winning teams about medals

Greenway Memory Miler

- Update the website
- Design the postcard and mail-in entry form
- Update the registration program for online entries
- Manage all mail-in entries
- Stuff packets
- Manage packet pick-up the Friday before and the morning of the race
- Assist where needed after registration closes
- Help with clean up

Star City Half Marathon

- Update the website
- Design the postcard and mail-in entry form
- Work closely with Star City Striders with registration, mailings, etc
- Manage all mail-in entries
- Stuff packets
- Assist with packet pick-up the Friday before and the morning of the race
- Assist where needed after registration closes

Other

- Serve on two committees with the National Congress of State Games –if requested
- Be responsible for other assigned duties
- Design and publish monthly e-newsletters
- Incorporate Google Analytics into the entire website and track the progress
- Setup and manage our Facebook fan page