



# 107<sup>th</sup> Alberta OPEN

## VOLUNTEER COORDINATOR – JOB DESCRIPTION

Tennis Alberta is seeking a volunteer coordinator for the **107<sup>th</sup> Alberta OPEN** from July 25 – 28 at the UofA Outdoor Tennis Centre in Edmonton, AB. The Volunteer Coordinator will start prior to the event corresponding with and scheduling volunteers (approximately a total of 8 hours prior to the tournament). They will also be on-site during the event working with the Tournaments Director to coordinate volunteers.

### **Duties include:**

- Sourcing volunteers gathering their information and availability.
- Corresponding with volunteers by phone and email prior to the event.
- Scheduling interested volunteers to ensure all positions are filled.
- Coordinating volunteers onsite including training volunteers as needed.
- Ensuring all volunteers are thanked appropriately.

This position is valuable experience for any tennis enthusiast looking to learn more about running a tournament. An honorarium will be provided for this position.

Interested parties can contact Peter Ogilvie, Executive Director, at [peter.ogilvie@tennisalberta.com](mailto:peter.ogilvie@tennisalberta.com) or 780-415-1661 x5.