



RIVER FALLS WRESTLING

River Falls Wrestling Boosters, Inc. | River Falls Toss & Turn

Job Title:	Hospitality Director <i>Up to 3 members</i>	Job Category:	Board Member
Level/Salary Range:	Volunteer	Position Type:	Annual position 06/01 – 05/31
HR Contact:	Justin Bystrom, President	Date posted:	06/01/2011
Will Train Applicant(s):	Justin Bystrom, President	Posting Expires:	10/01/2011

Applications Accepted By:

(Note: all applications subject to approval, nomination and election vote by River Falls Wrestling Boosters, Inc.)

Phone / E-mail:

(612) 202-5764 or jbystrom@riverfallswrestling.org

Subject Line: River Falls Wrestling Board Position
RE: Corporate Secretary Position

Mail:

Justin Bystrom
River Falls Wrestling Boosters, Inc.
P.O. Box 432
River Falls, Wisconsin 54022

Job description

Mission statement:

The River Falls Wrestling Booster Club is a non-profit organization dedicated to fostering, promoting and encouraging the sport of wrestling among parents, youth, alumni and the River Falls area community; to supervise, sponsor and financially assist a disciplined and competitive wrestling program - it is our greatest intention to build character, physical health and well-being, sportsmanship, self-confidence, self-esteem, and positive attitudes about dedication, persistence, community service, and hard work among the younger generation – through wrestling.

Corporate bylaws: Amended April 20, 2011 – Complete bylaws, purposes and corporate description is available at www.RiverFallsWrestling.org.

Elections shall be held at the end of the season; the new officers will assume their leadership after the banquet at the end of the season. Anyone wishing to apply for a position should submit their request for consideration - in writing to the president for review by the board. Each office shall be represented for one year, year to year June 1 through May 31. The term may be renewable at the discretion and the willingness of an officer to serve multiple terms, or if the board feels that the position is not being represented according to the duties of the position. The Hospitality Coordinators will organize the volunteers for the get-togethers, arrange for the room for the get-togethers with the high school activities office, help to organize the banquet as needed and home meet socials, delegate items as needed. Up to 3 members; however, only one vote on board.

Job purpose:

Hospitality directors create a personal environment within the club and related activities. They help new parents to the program feel comfortable and welcome. Source food and beverages at all applicable hosted tournaments and events (i.e. sandwiches, milk, Jell-O, fruits & vegetables, and meat & cheese trays, etc.) following all (three) home high school dual meets. Source food and beverages for the Northern Badger Wrestling Classic tournament, super youth tournament and WWF youth regional tournament. At least one of the directors must attend each applicable board meeting. Adhere to the club's mission statement, the corporate bylaws and the established best practices provisions.

Duties:

- The hospitality director(s) are part of the banquet committee including the high school coach, vice president and two non-board parents. The committee usually meets twice prior to the annual wrestling banquet held at the end of March.
- Work with the other board members (especially the treasurer and tournament director) to review prior year's expenditures, resources and requirements – in order to budget, plan and execute current season's events.



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- Present and review a working budget to the board in advance of any hosted tournament. Some events are school-reimbursed (in exchange for the booster club's labor at these events) and a working budget is extremely important. The tournament director should be able to assist in this matter. A limited simple menu is always encouraged.
- Source food and beverages / coordinate for high school parent information meeting (light – coffee, milk, bars, cookies, etc.).
- Source food and beverages / coordinate following all (three) home high school dual meets (i.e. sandwiches, milk, Jell-O, fruits & vegetables, and meat & cheese trays, etc.).
- Source and coordinate hospitality rooms (coaches, referees and / or volunteers) for all hosted tournaments throughout the season.
- Source, coordinate and execute the concessions at applicable hosted tournaments.
- Work with the tournament director to coordinate and solicit volunteers to assist with hospitality needs.
- Solicit donations of food & beverage items.
- Develop and execute a plan to donate or distribute unused and perishable food items after hosted events.
- Ensure that all events related to River Falls Wrestling Boosters, Inc. are non-alcoholic (dry) – specifically including, but not limited to, the year-end banquet.
- Submit any invoices or payable requests to the treasurer for approval and reimbursement.
- Be available to physically assist at all hosted tournaments with particular emphasis to the Northern Badger Wrestling Classic, club-hosted super youth tournament as well as the WWF youth regional tournament.

Skills/qualifications:

- Recording, organization, analyzing information, professionalism, cleanliness, problem solving, supply management, and verbal communication.
- The candidate may employ the use of family members (i.e. spouse) for particular tasks; however, the position carries only one vote in all board meetings or proceedings.
- Familiarity, knowledge and access to email and internet. An email address _____@riverfallswrestling.org will be set up for your business / club use. This address can be forwarded to a personal account; however, we expect that the wrestling email address be used as a primary address for all booster club functions and correspondence when possible.

Application Reviewed By:		Date:	
Application Approved By:		Date:	
Form, content or description Last Updated By:		Date/Time:	



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APPLICATION FOR POSITION

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Cellular Telephone () -
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Position Desired
Are you able to perform the essential functions of the position you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

PERTINENT SKILLS (List all pertinent skills to this position)

(Maximum 1000 characters)

I certify the information contained in this application is true, correct, and complete. I have read, understand and agree to the essential job purposes and the duties related to this position. I understand that any changes in the corporate bylaws may directly affect the job purposes and various duties related to this position. I understand that this applications is subject to approval, nomination and election vote by River Falls Wrestling Boosters, Inc.

Signature of Applicant _____ **Date** _____

Interviewer's Comments:

River Falls Wrestling Boosters, Inc. is an equal opportunity organization.