

Best Shot Foundation: Job Description

Title: Regional Tournament Coordinator

Reports to: National Tournament Manager

Description of the Position

Would you like to save the lives of children in developing countries?

Do you want valuable, real-world experience in managing an event from start to finish?

We are seeking a motivated, enthusiastic university student (graduate or undergraduate), to help manage the Pnock Out Pneumonia dodgeball tournament in markets across the country. Successful applicants will be those with:

- A commitment to humanitarian causes
- Excellent oral and written communication skills
- The ability to work unsupervised and be a self-starter
- Previous experience with student groups preferred
- Experience organizing events preferred
- A strong track record of being responsive and reliable

Regional Tournament Coordinators will receive hands-on experience in helping to plan a landmark event that is part of a national movement to end childhood pneumonia. His/her primary role will be to organize a local dodgeball tournament and support participating teams as they raise funds for the fight against childhood pneumonia. Successful candidates will be highly motivated, enthusiastic, and reliable, with a passion for humanitarian causes. The Regional Tournament Coordinator position will provide valuable, real-world experience for those planning to enter the not-for-profit, marketing or event-planning field after graduation.

Key Responsibilities

- Complete Regional Tournament Coordinator training module
- Assist with the research and selection of a local venue for the tournament
- Recruit a minimum of 32 teams of 15 people to participate
- Develop strategic relationships with key campus organizations to assist with facility selection and recruitment.
- Support teams as they raise money for the fight against pneumonia by monitoring teams' progress, offering advice, and providing motivation
- Educate teams on the rules of the game and tournament
- Assist with the recruitment and supervision of tournament volunteers
- Distribute marketing materials on campus and in the community
- Work on campus and in the community to display signage both in advance of and during the tournament
- Execute all aspects of the event on tournament day

Description of the Organization

The Best Shot Foundation was founded in 2009 to fight pneumonia, the leading cause of death of children under five. Every year, pneumonia kills two million children, more

than HIV, malaria, and measles combined. The Best Shot Foundation is dedicated to raising public awareness, generating charitable funds, and building the political will necessary to fight this preventable, treatable disease.

The Best Shot Foundation is organizing a national dodgeball tournament to raise funds and increase awareness, in coordination with World Pneumonia Day on November 2. The 'Pnock out Pneumonia' Games will involve dozens of campuses, hundreds of teams, and thousands of players.

Terms of Employment

- December through April (not including winter break)
- Approximately 10 hours a week
- Stipend of \$1000

Regional Tournament Coordinators will receive training and support from the Best Shot Foundation national team in Washington, DC.

To Apply

Please send the following to jobs@best-shot.org.

- (1) cover letter
- (2) résumé
- (3) 2-page (or so) writing sample
- (4) available start date
- (5) list of your three to five key accomplishments

Kindly direct all inquiries to jobs@best-shot.org.

For more information about the Best Shot Foundation, please visit www.best-shot.org.

For more information about the Pnock Out Pneumonia Tournaments, please visit www.pnock.org.