

## Coordinator –Sports

### Role Objective:

To Monitor and manage all Sports events in Schools across different locations in India

### Responsibilities:

- Ensure Execution and Monitor Operations w.r.t. Sports Academy Expansion and Event
- Budget preparation for the Events and keeping a track of the same.
- Setting up meetings with the Principals / PT Teachers of the various schools for the participation
- Manage the Sports Materials and accessories
- Monitoring the Entire Event in various locations
- Tying up with vendors for training and sports materials purchases
- Tying up with various Technical Partners (E.g. Umpires, Scorers etc.)
- Coordinating with NGO partners / implementing partners
- Scrutinize all expenses in line with approvals
- Maintain and submit Accounts details and Reports for each Event as per the specified time.
- Tie up with local government sports bodies and building relationship with them

### Requirement:

- Graduate in any field
- 3 - 5 years of experience in Sports Events
- Ability to work independently & collaboratively with internal & external stakeholders
- Excellent written & verbal skills
- Expertise in area of Sports

### Competencies:

- Negotiation/Influencing skills
- Networking & building sustainable relationships
- Presentation Skills
- Creative Thinking
- Communication
- Team Player