Play Day Coordinator

**Job Description:** The Coordinator is responsible for: attending orientation and preparation meeting(s); communicating with Event Manager, associate(s) and assigned 305 group leader; preparing his/her group material box at Haycox; assisting with preparation/set up/break down of his/her group environment; overseeing his/her group and associate(s); and fulfilling any assigned duties given by the Event Manager.

**Coordinator Preparation Checklist:**
- Attend orientation meeting(s)
- Communicate and assist assigned 305 group’s preparation/planning

**Coordinator Pre-Event Checklist (Thursday before Play Day at Haycox):**
- Meet Dr. Philibosian and Event Manager at CSUN to load truck
- Fill supply box for group
- Meet with Event Manager to go over entire event
- Walkie Talkie training

**Coordinator Play Day Checklist:**
- Arrive at Haycox between 6:15am and 6:30am
- Check out walkie talkie with Event Manager
- Assist group with unloading and setup of environments
- Quick meeting with Event Manager
- Be available to group and associate
- Make sure everything in your group runs smoothly (if problems arise, see EM)
- HAVE FUN!

**Coordinator Post Play Day Checklist:**
- Assist with clean up at Hayco and CSUN

QUESTIONS? PLEASE CONTACT YOUR EVENT MANAGER.