



Operation Official Director



Operation Official Director (Pairing)

Washington State Wrestling Association



Positions:

Volunteer, 2-year term - may serve additional term

Summary:

The Operations Official Director on the Board of Directors for Washington State Wrestling is responsible for overseeing the planning, coordination, and execution of all wrestling tournaments. This role ensures that events are conducted smoothly, safely, and in alignment with the organization's mission and standards. The Operations Officials Director will work closely with other Board members, staff, volunteers, and external partners to deliver high-quality events that promote the sport of wrestling.

Key Responsibilities:

1. **Event Planning and Coordination:**
 - Develop, plan, and manage the annual calendar of wrestling events and tournaments.
 - Coordinate logistics for events, scheduling, equipment, and staffing.
 - Ensure all events comply with state and national wrestling regulations and safety standards.
2. **Volunteer and Staff Management:**
 - Recruit, train, and manage event staff and volunteers to be proficient in event management.
 - Assign roles and responsibilities to ensure efficient and effective event operations.
 - Provide ongoing support and supervision during events to ensure smooth execution.
3. **Resource Management:**
 - Oversee procurement of event supplies, equipment, and services.
 - Serve as the primary point of contact for state ran events-related inquiries and communications.
4. **Event Evaluation and Improvement:**
 - Collect and analyze feedback from participants, staff, and volunteers to evaluate event success.
 - Identify areas for improvement and implement changes to enhance future events.

Qualifications:

- Strong background in event planning and management.
- Excellent organizational and project management skills, with the ability to manage multiple events simultaneously.
- Strong leadership and interpersonal skills, with experience managing volunteers and staff.
- Knowledge of wrestling and a commitment to promoting the sport.
- Proficiency in event management software such as Trackwrestling and FloWrestling.
- Ability to work flexible hours, including evenings and weekends, as required for events.

Washington State Wrestling is committed to diversity and inclusion and encourages applications from individuals of all backgrounds and experiences.

