

**Administrative Coordinator Position
Elk River Wrestling**

Set up Organize Volunteers

*Elk River Invite - Table workers, Concessions

*Home Meets - clock & book & concessions pick-up

*MS Tournament

*Old Timers

Attend Booster meetings

High School

Clothing Order - set up, distribute, troubleshoot

Assist in banquet planning with head coach

Coordinate and order t-shirts/shorts warm-up gear

Distribute, collect and inventory wrestling gear for HS

Organize Rumble on the Red food plan

Media/PR

Post match results on Guillotine

Post team information on Twitter

Coordinate and order schedule poster

Coordinate and order ER Wrestling program

Set up and maintain ER Wrestling Facebook page

Assist in developing Monthly Elk River Wrestling newsletter

Alumni

Compile Alumni List

Compile records for Elk River Wrestling history

Assist in setting up alumni contact plan

Middle School

Assist in development of Recruiting Plan for middle school

Assist MS Coach in developing schedule and busing

Clothing order

Clothing distribution

Follow up on fee collection from MS Parents