



**LOUDONVILLE**  
CHRISTIAN SCHOOL

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**APRIL 4, 2019**

## **Golf Tournament Coordinator**

May – 15 hours

June – 10 hours

July – 10 hours

Aug – 15 hours

Sept – 40 hours

Total of 90 Hours

### **Responsibilities**

- Secure location for the golf tournament
- Plan meal and agenda for the event
- Work within event budget
- Work together with the Director of Advancement to set and meet event goals
- Create brochure and other promotional material
- Communicate to all golfers and potential golfers
- Send out letters and registrations to players, all school families, other constituents
- Solicit for sponsorships and raffle prizes
- Procure trophies and gift bag items
- Set up day of event
- Run day of event
- Send follow up thank you letters to all players and sponsors

Interested applicants should complete and submit the [Staff Application](#) along with a resume and cover letter to Whitney Philippi, Director of Advancement at [wphilippi@lcs.org](mailto:wphilippi@lcs.org) by Friday May 3<sup>rd</sup>.