

**SkillsUSA Arizona
Regional Coordinator
Job Description**

Serve as the SkillsUSA Arizona **Regional Coordinator** in specified Region. Provide leadership and assistance to new chapter advisors, and overall regional SkillsUSA Arizona support leading to the coordination of the regional SkillsUSA Leadership and Skills Championships Conference, with continued support leading to the coordination of the state SkillsUSA Leadership and Skills Conference.

These responsibilities include, but are not limited to:

- Attend SkillsUSA Arizona Fall Leadership Conference Events for the purpose of regional meetings (registration for Regional Coordinators will be waived)
- Develop and provide a Regional Program of Work to be presented during the state level Fall Leadership Conference Series
- Plan and conduct a fall regional meeting to improve local chapter operations and elect regional student officers
- Promote and market SkillsUSA Arizona within the Region to increase membership and Chapter involvement.
- Develop and distribute a Regional Leadership and Skills Conference program including but not limited to:
 - a. Registration Dates
 - b. Conference Dates
 - c. Locations
 - d. Contests and Updates
 - e. Registration Fees
 - f. Opening/Awards Session locations
- Plan and conduct a Regional Leadership and Skills Conference
- *Future Vision: The Regional Leadership and Skills Conference will determine students within the Region qualify to advance to the State level competition.*
 - a. *Create a list of regional finalists qualified to advance to State competition and forward the list via e-mail to the SkillsUSA Arizona State Director within 5 days of the conclusion of the regional competition*
- Work with State Director to verify that all Regional contestants are current SkillsUSA state and national members.
- Other duties as assigned.

Contractor will report to the SkillsUSA Arizona Board of Directors. Contractor is not an employee of the Arizona Association of SkillsUSA, Inc.

Qualifications:

- Knowledge and experience of SkillsUSA operations, policies and guidelines.
- Excellent communication and organizational skills.
- Ability to lead groups, develop budgets, and establish goals and timelines for project implementation.
- 2 Years of active SkillsUSA membership, preferred.
- Active or retired Skills Chapter Advisor, preferred.

Service Agreement Terms:

- Service agreement will be offered for the period covering July 1 through June 15, pending Board approval.
- SkillsUSA Arizona shall pay the Contractor a sum of money not to exceed \$2,000 for services rendered.
- Payments shall be made in accordance with established SkillsUSA Arizona payment schedules, and is contingent upon the Contractor submitting a detailed invoice to the SkillsUSA Arizona Board Treasurer for services rendered and fulfilling the aforementioned duties.

Application Process:

Submit the online application to SkillsUSA Arizona by June 15. Applicants should be prepared to supply the following:

- Statement of intent describing your interest in the position
- Examples of aforementioned qualifications
- Three (3) references
- Two (2) nomination letters from advisors within the Region that you are applying