

HOSA SUPPORT POSITIONS

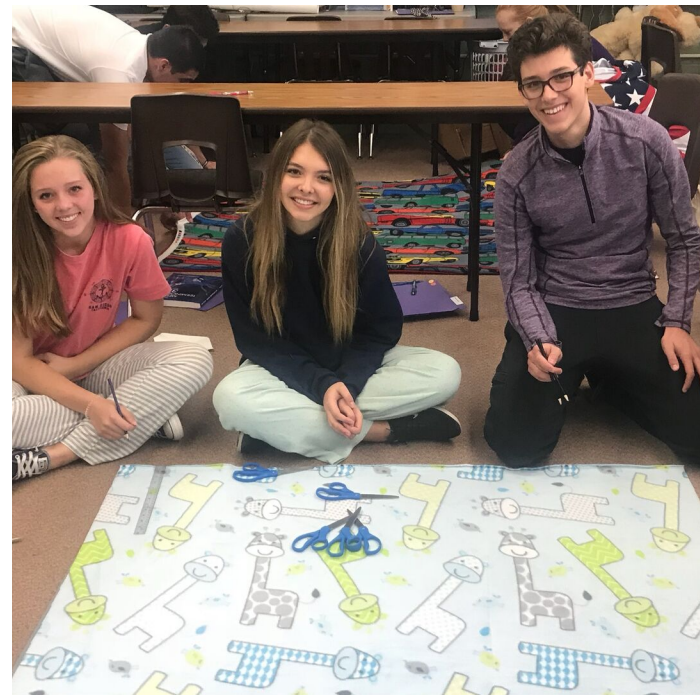
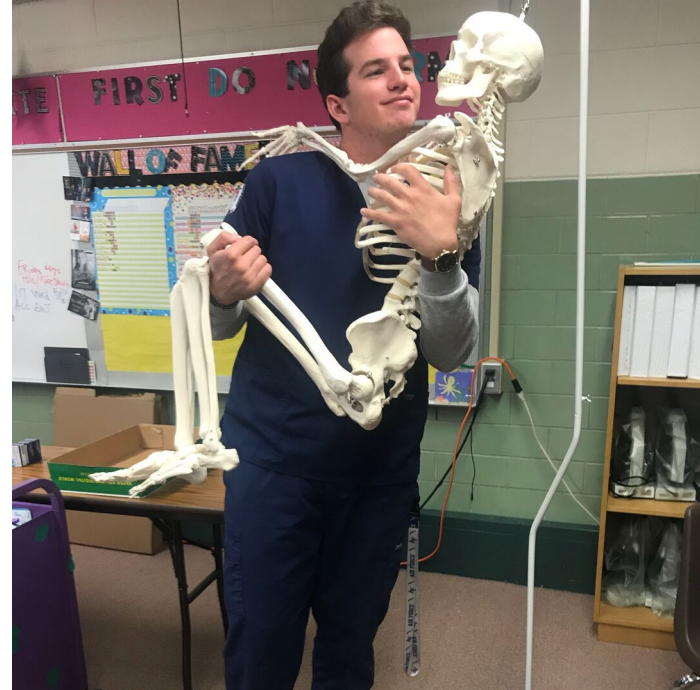
Competitive Event Lieutenant

Open Positions:

- Emergency Preparedness Lieutenant
- Health Professions Lieutenant

Benefits of Joining the Colorado CE Team as a Event Manger:

- Lodging, meals and registration covered by Colorado HOSA to all required CE meetings and events, including State Leadership Conference.
- Mileage reimbursement to and from all required CE meetings.
- An annual \$500 stipend
- A chance to shape the Colorado HOSA Competitive Events experience!



Competitive Event Lieutenant Job Description

Deliverables

Before SLC

- Provide a completed W-9
- Attend all HOSA CE Team Meetings
- Understand the details of each Competitive Event in your section
- E-mail AND TALK to the Event Manager before the SLC
- Work with the CE team to determine supplies needed for events in your section
- Work in tandem with the CE Team to troubleshoot issues as they arise
- Develop Event Summary (Snapshots) for each event before SLC
- Work with the CE team to write the skill event scenarios and ensure that all materials and locations needed are secured

Judge Recruitment

- Recruit qualified judges for all events in your section

During SLC

- Identify, communicate with, support and assist Competitive Events personnel
- Check the CE materials, equipment and supplies for each of your event boxes
- Be visible to your EMs on-location at their events, offering support and assistance as needed
- Get frequent status reports from your EMs
- Give frequent status reports to the CE Team
- Once an event is complete, go through the event materials before you turn them in to TABS
- Once an event is complete, conduct a brief exit conference with the EM and then sign the section summary form
- Attend all of the CE Personnel Orientations (includes judges, EMs, and proctors) as schedule allows
- Facilitate the CE Competitor Orientation for your section
- Work with your EMs to solve challenges
- Other duties as needed

Colorado HOSA will:

- Provide lodging and meals during State Leadership Conference and all other CE Meetings as needed
- Provide mileage reimbursement at the current rate, as stipulated by Colorado HOSA
- Provide supplies reimbursement for any supplies purchased
- Provide updates on conferences and meetings, as needed

Remuneration

- Competitive Event Lieutenants will receive \$500 upon completion of all deliverables

Time Commitment

- July 2019
 - CE Team Summer Retreat (Two Days)
- Summer 2019
 - Event Mangers recruited for each event (Ongoing)
- August 2019
 - HOSA Advisors Meeting and Event Manager Training (One Day)
- October 2019
 - CE Team Fall Retreat (Two Days)
 - Scenario Writing/ Sheraton and Off-Site Visit
- December 2019
 - HOSA Testing Week FAQ Conference Call (One Evening)
- January 2020
 - EM Conference Call (One Evening)
 - CE Team Box Party (One Day)
- February 27-29, 2020
 - State Leadership Conference (5 Days)
- Meeting in person or via phone with the State Advisor as needed