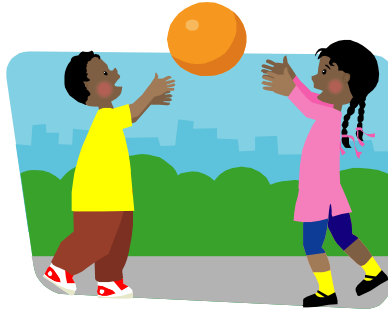


Job Description



Coordinator: Field Day

St. Rita's Field Day is traditionally held the Friday before Memorial Day weekend. The Field Day Coordinator(s) is responsible for:

- Locating a venue for Field Day;
- Providing announcements about Field Day for inclusion in take-home information and newsletters;
- Requesting participation by parents to:
 - Assist with Pre-Field Day preparation activities
 - Serve as Field Day game volunteers
- Coordinating with PE teacher to determine the games and teams;
- Ensures that all necessary game items are available and on-hand for use on Field Day;
- Coordinates with the Hospitality Chair to provide a hotdog lunch for the event;
- Provides a listing of the Field Day volunteers to the school

Exemplars of past documents (Word & Excel formats) to help with advertising and planning are available for the person who volunteers for this rewarding opportunity.