

Activities and Events Director

FUNCTION: Facilitates all activities, programs, and events through cooperation with the Activities Council and Committee members; encourages and assists volunteers in meeting deadlines and obligations; provides support for and assistance to the VP of Activities and other volunteers. Maintains ongoing connections and communication with other key equine organizations, nationally as well as internationally. Is responsible for the organization and implementation of USPC Festival, the USPC Convention, International Exchanges, and special opportunities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Experience and/or educational background in volunteer leadership management and organization, recreation, association program services, and horsemanship. A depth of knowledge of equestrian sport and discipline rules to assist in the maintenance of rulebooks and organizing USPC Festival. Proficient in basic Microsoft programs (excel, word...), have a working knowledge of budgets and contract negotiation skills. Some travel, evenings, and weekend work is required.

RESPONSIBILITIES

1. Volunteer Organization:

- a. Works directly with Activities Committee Chairpersons, and Vice President of Activities (VPA) on development of new materials, revision of old materials, issuing of addenda and circulating drafts, and securing approval of final text from Vice President of Activities. In conjunction with Communications Director, maintains a "quality control" crosscheck to catch inconsistencies. Materials include but are not limited to discipline rulebooks, organizer's guide, educational handbooks, and scoresheets.
- b. Attends all Board of Governors (BOG), Program Administration (PAC), and Council meetings to assist VP of Activities in preparing agendas and BOG/PAC reports as well as taking notes and maintaining records and minutes for the department. Maintains records and data on all Activities functions for future reference.
- c. Develops and oversees the Activities Council budget in conjunction with the VPA.
- d. Works directly with Activities Committee Chairpersons and VPA to maintain accurate committee rosters and contact information.
 - Maintains membership history of Activities Committees.
 - Reviews and updates all Committee materials posted on the web and available online or in ShopPonyClub store.
- e. With VPA and Communications Chair, coordinates dissemination of Activities information through vehicles such as E-News and Discover USPC.
- f. Works with Instruction Services Director on planning joint meetings, planning educational events, and coordinating material revisions, schedules, and procedures.
- g. Works closely with the Development Director on fundraising related to Activities.

Dated 3/25/2025

- h. Undertakes any additional tasks that may be assigned by the Executive Director. Regularly reports progress on recurring and special activities to Executive Director.
2. Event Planning – Festival/Championships/International Exchanges/ Convention:
- a. Works directly with the Chair of the Special Opportunities Committee to create budgets for all International Exchanges.
 - Works with the Chair on the planning of all hosted exchanges.
 - Receives and processes invitations and distributes information for foreign Pony Club exchanges. Maintains contact to ensure all necessary forms and payments are made timely.
 - Facilitates communication between the Chair, teams, and other stakeholders.
 - Distributes and collects all needed forms from team members, coaches, and team managers along with any billing necessary.
 - b. Overall Organizer for Festival.
 - a. Works directly with VPA and volunteer discipline managers to plan, schedule, and implement National Championships.
 - b. Works directly with Instruction Services Director to plan, schedule and implement Festival Education
 - c. Provides overall planning and organization for the Convention. Works with the Local Organizing Committee.
 - Does site selection and contract negotiation to locate and secure suitable facilities.
 - Directs the creation of a working budget.
 - Meets onsite for planning meetings with local group spring and fall.
 - Coordinates with all National Office Staff to produce and implement all schedules and functions.
 - d. Oversees Trade Fair arrangements for Festival and Convention.
 - e. Works with Development Department to coordinate Corporate Sponsor Trade Fair benefits.
 - f. With volunteer leadership, coordinates planning, required paperwork, and budgets for and attends other Activities/Special Competitions to meet the needs of Pony Club members and leaders.

RELATIONSHIPS: Reports to the Executive Director. Jointly supervises Activities Coordinator and Trade Fair Coordinator. Partners with the VPA. Has frequent contact with Activities Committee Chairpersons, Instruction Services Director, Communications Director, Finance Director, and Member Services Director. Serves on Program Administration Council.

Please email resume with cover letter to mainoffice@ponyclub.org.