

Portfolios

Portfolio	Portfolio Description	Job Function
Carifin Event Manager	<ul style="list-style-type: none"> Is responsible for coordinate & managing the overall games 	<ul style="list-style-type: none"> Liases with the various CariFin sponsors and the participating organizations. Arranges sponsorship. Finds and delegates a team to manage and run CariFin Games for the current year.
Administrative Assistant	<ul style="list-style-type: none"> Coordinating of events and resources. 	<ul style="list-style-type: none"> Meeting minutes Distribution of volunteers for individual events Coordinates resources between Overall Event Manager and the Carifin support team Financial Reconciliation of all events
Overall Event Manager	<ul style="list-style-type: none"> Manager responsible for the success of the entire CariFin experience. 	<ul style="list-style-type: none"> Overseeing of each event Over looking the task areas/action plan Ensuring that water is collected from the sponsor for each event Financial Reconciliation of all events
Manager - 1 Lap Savannah	<ul style="list-style-type: none"> Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> Overall manger for this specific event Managing volunteer for this event Follows the action plan
Manager - Green Mile	<ul style="list-style-type: none"> Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> Overall manger for this specific event Managing volunteer for this event Financial Reconciliation for this event.
Manager - Chancellor Challenge	<ul style="list-style-type: none"> Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> Overall manger for this specific event Managing volunteer for this event Financial Reconciliation for this event.
Manager - Fitness Aerobics Workout	<ul style="list-style-type: none"> Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> Overall manger for this specific event Managing volunteer for this event Financial Reconciliation for this event.
Manager- All Fours Competition	<ul style="list-style-type: none"> Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> To handle registration Make sure table & chairs Financial Reconciliation for this event.
Manager - Cricket Competition	<ul style="list-style-type: none"> Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> Overall manger for this specific event See that the marking of the ground is done Referees, scorers, medical services and balls are in place

Manager – Football Competition	<ul style="list-style-type: none"> • Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> • Overall manger for this specific event • See that the marking of the ground, goal post are in place • Umpires, medical services and balls are in place
Manager - Cross Country and Family Day	<ul style="list-style-type: none"> • Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> • Overall manger for this specific event • Managing volunteer for this event • Financial Reconciliation for this event.
Visiting Team Liaison officer	Is to meet with the teams and answer any questions they may have about the games	Connect with the visiting team leader and meet with them at the airport, help them sign in at the hotel and make sure they have every thing they need to prepare for the races.
Mascot manager	See about getting the mascot re-done and on the road for the games.	Make sure the material for the making of the mascot is here and the information is past on the person to make the nascot.
Manager - Boat Cruise	<ul style="list-style-type: none"> • Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> • Overall manger for this specific event • Managing volunteer for this event • Financial Reconciliation for this event.
Manager - Prize Giving Ceremony	<ul style="list-style-type: none"> • Manager responsible for the success of this particular event 	<ul style="list-style-type: none"> • Overall manger for this specific event • Managing volunteer for this event • Financial Reconciliation for this event.

Event managers are ultimately responsible for the collection of the all signage, clean up and monitoring of at all events.

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Media Representative	Liaise directly with television, radio & Internet promoters	Develop a media listing of all sports media department. The list must include email address for sending out press releases and contact number to call and get responses. The objective is to get CariFin in as much of the media publication as possible.
Ambulance Liaison	Make contact with St. John & Arc Angel ambulances to perform 1 st responders function	Contact and follow up with both parties make sure they have the schedule of events and directions to get to the correct locations. Your responsibility is to make sure they arrive on time for all events

	at the games	
Public Relations Officer	To make sure a positive image of CariFin Games is maintain in the public	Plan and design that image that we have to display as a successful, modern company that is innovative, thinks outside the box, willing to try new technology to connect with our public.
Photography	Capture the action of the games in still photos and preserve the memories.	To attend every games and take the pictures that tell a story. This is to build up a collection o be for the purpose of promotion and publication
Video Grapher	Capture via video the events of CariFin 2016.	She should conduct interviews of participants who have note worthy categories and present them on our blog and social media. As well as get all the action of the games on video. Also to reproduce high lights
Newsletter Manager	Bring together the best news for the week and project in the CariFin Newsletter	Select stories, pictures, videos, blog post and other social media posting and highlight in a interesting and executive style to go out to a email list
Graphic Designers	Provide beautiful visual and graphics for CariFin Games many platforms	Every blog post needs eye catching visuals and graphics to go with the stories and that the graphic designer job. As well as create effective graphics to tell a story on Instagram, Facebook, Pinterest etc.
Facebook Manager	To maintain a schedule of posting	Post and develop a regular schedule of posting great graphics and visual to make our Facebook page stand out.
Instagram Manager	To create eye catching visual for this medium	Create beautiful, compelling graphics and increase likes and shares.
Participant Profiler	Every participant that is challenging for a title or won a title should be profile so when we are referring to him we could create links in the story	Highlight all winners from the year before and those challenging for honors in 2016. Use their picture, what they have said in interviews before, contact them and interview them, show their interest, desires or goals for the current year. What music they like, food they enjoy. Tell us the story
Assist with Events/	Assist the event managers in producing a	Bring their event management talent to the for and take responsibility for section of an event and

	successful event	innovate and bring new amenities and ideas and make your event stand out in a successful way.
Blogger	Creating content on the blog, using a content schedule to market the event	Using the content matric provide blog post within the guideline. Go out and get the stories and write them in an interesting way that would have readers coming back week after week to read your offerings.
Field Volunteer	Reports to and assists each manager for each of the respective events.	Be part of a team of person that create value for our customers (the financial sector) as we work together to create a shared value and connect with the people who come out and support and participate in the games. From tent set up, water distribution, setting up of signage,