DIVISION: Operations DEPARTMENT: Accommodation

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| TITLE OF POSITION Accommodation Coordinator |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO LOC CEO, Operations Director, Accommodation Officer, Accommodation Manager and Regional General Manager |
| DATE CREATED |

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| PURPOSE |
| To oversee accommodation requirements for the Delegation, Commercial Affiliates, Broadcasters, Teams, participating member association delegates and accredited Media representatives. |
| KEY RESPONSIBILITIES |
| 1. To liaise with each designated hotel available to each Team, delegation and referees and ensure the hotel meets all of their accommodation requirements and requests. 2. To help book the referees accommodation that should facilitate leisure and fitness activities. 3. Accommodation will also serve as event Headquarters and must offer working and meeting rooms as well as corresponding equipment. 4. To work with the Accommodation Officer and Accommodation Manager to help co-ordinate all accommodation requirements. |
| CORE CAPABILITIES |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following qualities :-  Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated |

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| Delegations of Authority |  |
| Capital Expenditure | $ |
| Operational Expenditure | $ |
| Authorisation to Hire |  |
| Authorised to sign Contracts | $ |

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| Contract Details |  |
| Contract Term |  |
| Contract Payment |  |

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| Responsible For: |  |
| Venue Accommodation Manager (x 4) | |

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