



THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

Event Coordinator – Education Committee Member

Role:

- Venue coordination for in-person events
- Planning dates (around other big trainings, holidays, and the presenter's availability)
- Making sure we are set up on the days of events (getting A/V equipment if needed, raffle boxes, sign-in/out sheets, etc)
- Helping to coordinate with the rest of the Education Committee
- Working with Education Committee on advertising, vendors, venues, online learning, and Play Cafés
- Assisting in welcome and introduction at events
- Assist in thanking presenters for sharing their knowledge with us
- Attending Education Committee meetings in the evening (approximately every 6 weeks from September - June) and reporting on all Event Coordinator activities
- Attending Board member meeting in the evening (if desired)
- Sourcing new venue opportunities
- If the event venue is a hotel, please request a room discount code for participants

Time commitment: 2-3 hours per month plus meetings and attendance at events (if schedule permits)