



**SCOPE OF WORK FOR THE NEVADA SKILLSUSA CHAMPIONSHIPS
LEADERSHIP CONTEST COORDINATOR**

The Nevada Association of SkillsUSA will employ a conference coordinator for leadership contests to assist in coordinating the Nevada SkillsUSA Championships in Reno, April 12-15, 2016. The terms of this contract will cover the time period of August 1, 2015 – May 1, 2016. Compensation in the amount of \$1,500 will be provided to the contractor upon completion of the following services:

1. Serve as a member of the conference coordinating committee and attend all coordinating committee and contest organizational meetings.
2. Recruit and train leadership contest chairs and judges.
2. Assist the Conference Coordinator in training Courtesy Corps for on-sight supervision and technical assistance the day of the leadership competitions.
4. In coordination with the Conference Coordinator, oversee the facility set-up and management for all leadership contests at the Reno Circus Circus. This oversight includes reviewing all room set-up requirements before, immediately prior to, and during the actual contests.
5. Organize the pick-up and delivery of supplies for each contest, as needed.
6. Serve as a contest scoring team member.
7. Facilitate and schedule the student Courtesy Corps.
8. Provide technical assistance to all leadership contest sponsors before, during, and after the SkillsUSA Championships, as needed.
9. Assist with other duties as needed.
10. Provide written follow-up and debriefing information to assist with the following year's State SkillsUSA Conference.

We, the undersigned, agree to the terms outlined in this scope of work.

Contractor

Date

State SkillsUSA Director

Date