



Database Coordinator

Responsibilities

- Regularly attend local program management team meetings.
- Obtain permission, receive training and maintain updated knowledge for the use of the SOPA Vsys database.
- Responsible for all delegate (athlete, volunteer, sponsor, etc.) data entry information for local program.
- Ensure all athlete and volunteer database records are kept current and maintained.
- Serve as point person for all database needs and inquiries.
- Provide training and support to other management team members on the use of the SOPA Vsys database.
- Present a database management budget to be reviewed and approved as part of the local program budget.

Reporting Requirement

- Database Management Portion of the Annual Program Budget
- Monthly update to the Local Program Management Team

Local Program Additional Needs: