

**SOUTH PLAINS YOUNG MARINES**

# Event Coordinator

Help us create unforgettable experiences for our Young Marines!

## What Does an Event Coordinator Do?

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As an Event Coordinator, you help bring our unit's events to life — from community service days and fundraisers to ceremonies and special activities. You don't need a background in event planning; just a willingness to help organize, communicate, and make things happen. You'll work alongside other volunteers and unit leadership so you're never doing it alone.

## What You'll Be Involved In

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### Planning & Logistics

- Help coordinate locations, schedules, supplies, and timelines for events — big or small.

### Communication

- Keep volunteers, families, and leadership in the loop before, during, and after events.

### Volunteer Coordination

- Help assign and guide volunteers so everyone knows where they're needed.

### Budget & Fundraising Support

- Assist with tracking event costs and supporting sponsorship or donation efforts.

### Day-Of Support

- Help ensure events run smoothly, safely, and on schedule.

### Follow-Up

- Help with a brief post-event review to celebrate wins and note improvements.

## Find Your Fit — Choose Your Commitment Level

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HIGH	MEDIUM	LOW
Lead planning & execution for major events. Take a front-and-center leadership role. Help at drills.	Support planning and execution. Help manage volunteers on event day. Help at drills.	Assist with setup, cleanup, and day-of logistics. Help remotely or with smaller tasks as your schedule allows.

## What We're Looking For

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No prior event planning experience required! These are helpful but not mandatory:

- Organized and detail-oriented
- Good communicator — written and verbal
- Team player who can also take initiative
- Comfortable problem-solving on the fly
- Experience in event planning or project management is a plus, but not required

Questions? Not sure which level fits you? Reach out — we'll figure it out together. We're grateful for whatever time and talent you're able to give. **Semper Fi!**