



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

Thundersledz Coordinator- EngWeek

Events



Thundersledz Coordinator Position Description

Purpose/ Main Goal:

EngWeek is one of the many strong and unique Queen's Engineering traditions. It is a week of action packed events and activities celebrating Queen's engineering students. These events occur on weeknights and during the weekend of the second week of second semester. One of the most popular events is the Thundersledz competition for the year's current frosh groups. During this event, Frosh groups and their FRECs join together and use their newly acquired engineering skills to design a sled which they race against other Frosh groups. Thundersledz is an extremely important event in the Queen's Engineering community as it encourages teamwork, creativity, leadership and resourceful thinking, while bringing the community together.

Job Description:

This role is in charge of all logistics behind Thundersledz during EngWeek. The Thundersledz Coordinator collaborates and works together with other passionate and driven members of the EngWeek committee to ensure the success of EngWeek. In this role, you will gain experience with all aspects of event planning, such as logistics, budgeting, venue booking and running an event. It is a very rewarding role as you get to see all your team's hard work come together in a fun, community building event.

Responsibilities:

1. Book the venue through Queen's PBS.
2. Create the schedule for the event.
3. Communicate with the FRECs.
4. Coordinate all logistics
5. Run the event
6. Set up and clean up following the event.



Time Commitment:

2 hours/ week.

Skills:

Required	Gained
<ul style="list-style-type: none">• Teamwork• Organization• Time Management• Responsibility• Logistical Skills (i.e. Event Planning, Organization of People)• Professionalism• Enthusiasm	<ul style="list-style-type: none">• Experience with event planning, logistics and management• Connections within the society• Management• Teamwork• Leadership

Daily Tasks:

- Check and respond to emails as required.
- Plan the logistics of the event.
- Communicate with the rest of the EngWeek team.

Timeline:

- **Hiring:** October
- **Gathering Supplies for the Event:** Winter Break (December/January).
- **Busy Period:** During EngWeek and the weeks prior ((December/January).

Meetings Attended:

Meeting Name	Approximate Length	Frequency
EngWeek Meetings	1 hour	Weekly



Incumbent Will Work With:

Role	Involvement Summary
EngWeek Chair	Work together to plan the event.
EngWeek Marketing Coordinator	Work together to advertise and promote the event.
EngWeek Finances Coordinator	Work together to stay on budget.
Other EngWeek Event Planers	Collaborate and provide assistance with other events as needed.

Past Incumbents:

Name	Year(s) in Position	Email address
Jenna Hall	2014/2015	13jeh13@queensu.ca

If you're interested in *Thundersledz EngWeek*, you may also be interested in...

- Other EngWeek positions, such as Battle of the Bands, All Ages, Curling, and Karaoke.
- FC Treasurer.
- EngWeek Chair.
- Director of Events.
- EngVents and Movember Committee positions.
- Orientation Week committees (e.g. FREC Committee, Chief FREC, Orientation Chair, OTIS, Water Team).