Event Coordinator Responsibilities:
- Coordinating and scheduling special events
- Attend and promote at community outreach events
- Customer service
- Curriculum development for special events
- Event Marketing through social media
- Staff scheduling and rotation gym schedules

Projects: Birthday Party Training Guide
Organized a training for all Birthday Party staff step by step process of how to properly coach a birthday party in a safely manner. As we just changed our curriculum on birthday parties and added 4 new themes.

Findings-
- Our biggest way of marketing is word of mouth
- There are a lot of minor details in putting on an event that you don’t even think of.
- It’s important to keep employee updated on their training so everyone is safe and happy.

Top three things I learned:
- Communication in all departments is key to running a successful business.
- Always put a 110% into what you are doing.
- Do not let what you don’t know interfere with what you do know.