



JOB DESCRIPTION

Chief Operations Officer

The COO of TEAM Punta Gorda is the lead operations officer and reports directly to the CEO. COO is responsible for managing the operations of the organization.

The COO operates in the following major areas:

1. Financial & Operational Support

- Work with Office Administrator to ensure bills are paid on time and sign checks
- Monitor contracts, insurance and oversight of bids and purchasing
- Overview of Sponsorship project committee
- Lead monthly Chairs meeting and present COO report to the Board meeting

2. Supervision: The COO supervises the Office Administrator and has a seat on the Board of Directors. They assist in the supervision of Operations Committees

3. Manage TEAM Documentation

- Maintain TEAM Handbook, Board of Directors Manual and Office Manual content with Office Administrator
- Maintains Organizational Chart

4. Committee Support: Ensure that TEAM PG Community committees receive the support and guidance that they need to function properly.

- Assist TEAM committees as needed.
- Work with Chairs to develop annual goals, accomplishments, and annual report content.
- Manage event administration - liaison to event chairs and oversight of office support for payments & paperwork process

5. Volunteer Support

- Assists Volunteer Coordinator with the orientation of new volunteers and Board members.