

Bridgesorter Coordinator

General

The Bridgesorter Coordinator manages Unit 431's Bridgesorter hardware, software, and inventory of board of cards. The position recruits and trains a team of volunteers to ensure boards and hand records are produced and available for Unit 431 events as needed.

Specific Tasks

1. The Coordinator becomes knowledgeable regarding the use and maintenance of the Bridgesorter machine and computer program.
2. The position works closely with the Unit 431 Event Coordinator to ensure all unit venues are provided with duplicated boards and hand records.
3. The Coordinator recruits and trains up to three volunteer assistants from the Unit 431 Board of Directors or members, to work as a team to duplicate boards and ensure hand records are produced securely.
4. The position is responsible for ordering replacement supplies as required, and reports to the Unit president on regular basis.