



## ROLE DESCRIPTION

This description is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is a volunteer, unpaid position.

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| Role:                | Diversity Gaming Coordinator   |
| Reports to:          | Gaming Team Manager(s)   |
| General description: | General gaming event planning with a focus on content geared towards groups typically under represented in the gaming world, such as: LGBTQ, female gamers, religious and cultural minorities among them.  |
| Responsibilities     | <p>Before the Convention:</p> <ul style="list-style-type: none"> <li>● Attend monthly team meetings as scheduled</li> <li>● Plan and execute projects as assigned, for convention and year-round events</li> <li>● Plan and participate in community gaming events run by the Gaming Team, such as Pride Game Day, Girl Gaming, and other community events that require a Hal-Con Gaming presence</li> <li>● Assist in volunteer training and recruitment</li> <li>● Create and maintain relationships with diversity focused communities and local gaming communities</li> <li>● Monitor/maintain the Hal-Con Diversity Gaming Facebook Page</li> <li>● Volunteer and participate in committee-wide events, activities, fun things</li> </ul> <p>During the Convention:</p> <ul style="list-style-type: none"> <li>● Volunteer in the gaming area throughout the con</li> <li>● Help organize and coordinate the Gaming Volunteers</li> <li>● Run events geared towards diversity groups</li> <li>● Organize and delegate tasks needed to operate a diversity board game library</li> <li>● Ensure the Diversity Gaming Area remains a safe space for all gamers</li> <li>● Coordinate with community partners sharing the Diversity Gaming Area</li> </ul> <p>After the Convention:</p> <ul style="list-style-type: none"> <li>● Participate in post-convention analysis debriefing sessions</li> <li>● Follow up with diversity focused communities and local gaming communities about ongoing needs</li> </ul> |
| Skills required:     | <ul style="list-style-type: none"> <li>● Experience, knowledge and interest in inclusiveness</li> <li>● Knowledge of various genres and types of games</li> <li>● Knowledge and understanding of barriers that prevent gamers from playing games</li> <li>● Time management and organization skills</li> <li>● Ability to work as part of a team as well as independently</li> </ul>   |



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|                           | <ul style="list-style-type: none"><li>• Ability to meet deadlines and manage changing priorities</li><li>• Knowledge of Google Drive, Docs, Sheets etc. is an asset (will train)</li></ul> |
| Description last updated: | June 4, 2018   |

To apply, please email [Randi@hal-con.com](mailto:Randi@hal-con.com) with information about yourself, any relevant skills or experience you may have, and why you'd like to join the committee. No more than 750 words.