

# VULTURES POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Social Events Coordinators</b>
<b>REPORTS TO:</b>	Events Manager
<b>DIRECT REPORTS:</b>	Nil
<b>DEPARTMENT:</b>	Community

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## POSITION PURPOSE:

The Social Events Coordinators will support the Events Manager who together as the Events Team, are responsible for coordinating social activities for the Club. They will establish a broad social calendar for the season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.

## KEY RESPONSIBILITIES:

The duties of the Social Events Coordinators will include working as part of an Events Team that will;

- Prepare a calendar of events, and update where necessary, so it will attract the widest involvement of members of the Club.
- Complete administration tasks as required such as advertising & promoting events to Club members and the wider community, seeking venues, managing attendee data etc
- Ensure each event is planned thoroughly including analysis of why the event is held, what the objectives are and who it is targeting.
- Coordinate Events including, but not limited to;
  - Community Fun Day
  - Sports Luncheon
  - Jersey Presentations
  - Bunnings Sausage Sizzle
  - Lions Player Dinner
  - Stable Event
  - Celebration of Female Footy
  - Vultureland Book Launch
  - Blue & White Ball
  - Wheelchair Team Launch
  - Sponsor & Premium Member Recognition Function
  - Junior Presentation Days
  - Jim Fletcher & Kate Guy Medal

It's important to note that with the Social Events Team, Coordinators are not expected to work on every event. We are looking to share the load.

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## End of year hand over

### *Updating key documents*

At the end of each year the Social Events Coordinators will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

### *Induction of the incoming Social Events Coordinators*

An important responsibility of the outgoing Social Events Coordinator is to train, mentor and support the incoming Social Events Coordinator.

## **ESSENTIAL SKILLS & REQUIREMENTS:**

- Hold, or ability to obtain, a current volunteer 'working with children' check (Blue Card).
- Well organised.
- Excellent written, verbal and interpersonal communication skills with the ability to communicate with people from a variety of different backgrounds
- Computer skills with competency in word processing, spreadsheets and databases.

## **KEY RELATIONSHIPS:**

- Events Manager.
- Treasurer.
- Other Social Events Coordinators.
- Coaches & Team Managers.
- Sponsors.

The estimated time commitment required as a Social Event Coordinator is 2 hours per week. This will increase leading into each event.