



Position Details

Position title: Events Coordinator

Date of review: September 2018

Position objective

The Events is responsible for the coordination of the Clubs annual major events and assists with various fundraising activities throughout the year.

Responsible To

The Events Coordinator is directly responsible to the President.

Responsibilities and Duties

- Coordinate / assist with registration days
- Coordinate / assist with allocation days
- Arrange and coordinate a sponsor's function
- Coordinate and arrange a committee end of year function
- Coordinate presentation day including trophies / medallions etc.
- Social event coordination
- Provide financial information to the Treasurer
- Coordinate social media posts regarding events
- Assist fundraising manger when required

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively
- Is well organised and can delegate tasks as required
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP