

PIRATES SOFTBALL CLUB WA INC

JOB DESCRIPTION FORM

SOCIAL CO-ORDINATOR

The Social Co-ordinator is responsible for arranging all social functions of the Pirates Softball Club WA Inc.

Responsible to :

The Social Co-ordinator is directly responsible to the President of Pirates Softball Club WA Inc and members of Pirates Softball Club WA Inc.

Responsibilities and Duties :

The Social Co-ordinator should:

- Research appropriate social events for the members of the Pirates Softball Club WA Inc
- Cost and plan events and present this information to the committee for approval
- Work closely with the Fundraising Officer where required to plan combined fundraising and social events
- Seek assistance from other committee members as and when required
- Work to the budget approved by the committee for that particular social event
- Work with the Canteen Manager to arrange licenses as and when required
- Present the committee with a full financial report (including a reconciliation of accounts) following the approved social event

Knowledge and Skills Required :

Ideally the Social Co-ordinator is someone who is:

- Well organised
- Has good communication skills
- Has basic financial skills
- Is outgoing

Estimated Time Commitment Required :

The estimated time commitment required as the Social Co-ordinator of Pirates Softball Club WA Inc is on average 1 to 2 hours per week. The Social Co-ordinator is appointed for a maximum term of 15 months