

JOB TITLE: Carnival Coordinator

REPORTS TO: Operations Volunteer Coordinator, GM and Executive committee

OBJECTIVE

- To establish the end of season carnival for the Miniroos to the U16 age group
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Appoint a sub committee to program and organise the carnival
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the General Manager, Executive or General Committee

Relationships:

- Reports to the Executive and General Committee
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders

Essential Skills:

- Good communication
- Computer literate
- Ability to complete tasks unsupervised.
- Honest and Trustworthy