



Position Description: Event Coordinator

Last updated 1 December 2024

Overview

The role of the Event Coordinator is to coordinate the social activities of the league along with marquee rounds and annual events such as Pride Round and the end of year ball. The Event Coordinator works directly with the committee and recruits groups (subcommittees) of people to assist in developing and successfully implementing event.

Responsibilities

General Responsibilities

- Review social activities from previous seasons and determine the social activities for the upcoming season.
- Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of league members and supporters.
- Provide the Committee with recommendations for the proposed social activities for the coming year, including budgets identifying the proposed revenues and costs for each activity.
- Create marketing information for each social activity to assist in promoting league social activities.
- Liaise with the Social Media Coordinator to create posts that promote league social activities.
- Be the primary point of contact for all social activity enquiries.
- Ensure the collection and banking of social activity revenues.

Skills and Attributes

- Effective communication skills.
- Strong relationships within the league, allowing the formulation of different teams and groups working together on each social activity.
- Well-organized and able to delegate tasks.
- Well-informed of all league activities.

Estimated time commitment required: 2 hours per week during the season.

Renegade Pub Football League Inc.

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