

# **MAITLAND CITY SOFTBALL CLUB INC**

## **JOB DESCRIPTION FORM**

### **SOCIAL COORDINATOR**

The Social Coordinator is responsible for arranging all social functions of the Maitland City Softball Club Inc.

#### **Responsible to:**

The Social Coordinator is directly responsible to the Publicity Officer and the members of Maitland City Softball Club Inc.

#### **Responsibilities and Duties:**

The Social Coordinator should:

- Research appropriate social events for the members of the Maitland City Softball Club Inc.
- Cost and plan events and present this information to the committee for approval
- Work closely with the Fundraising Coordinator 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 Director of Finance to arrange licences and or insurance as and when required
- Present the committee with a full financial report (including a reconciliation of accounts) following the approved social event
- Promote the Club's Mission, Purpose and Values

#### **Knowledge and Skills Required:**

Ideally the Social Coordinator is someone who:

- Is well organised
- Has good communication skills
- Has basic financial skills
- Is outgoing and a good people-person