

Social/Apparel Coordinator

CLUB NAME: ASPENDALE CRICKET CLUB



DESIRED SKILLS

- Well organised.
- Well developed communication skills.
- High ability to liaise with external parties.
- Energetic.
- Enthusiastic.
- Creative.

KEY ROLES & RESPONSIBILITIES

Develop and submit proposals of social programs and functions to the committee for approval.

Submit information on a regular basis to the club newsletter advising members of forthcoming activities and events.

Organise and conduct social events for all club members.

Submit reports to the club committee on functions that have taken place

Liaise with various people from both within and outside the club to ascertain club's social requirements.

- ordering and inventory control
- cash handling
- kitchen, meals and BBQ activities
- fundraising through raffles, drives, club member activities, outside opportunities

Arrange apparel for members wishing to purchase

Keep accurate records

Ensure payments are taken for events, apparel prior to dates

To express your interest or find out more about this role, please contact:

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