



# Ridgheaven Calisthenics

## SOCIAL FUNCTION COORDINATOR

POSITION DESCRIPTION - VOLUNTARY ROLE

### OBJECTIVE:

To organise social events for club members, volunteers and families.

### TRAINING & SKILLS:

- No formal training
- Excellent organisational skills
- Be proactive
- Trusted and respected club member

### RESPONSIBILITIES:



Attend committee meetings and work with the general committee to plan when the social events will happen



Consider:

- Website
- Online marketing
- Activities
- Decorations



Ask the Communications Manager to promote the events to club members and volunteers



Arrange ticketing and registrations

UPDATED: AUGUST 2023