



CHRISTCHURCH UFC
Fundraising and Social Activities Coordinator
Position Description

Overview:

The Fundraising and Social Activities Coordinator is responsible for facilitating numerous fundraising events throughout the season to generate additional income and to create an interesting social calendar for the Club. The Fundraising and Social Activities Coordinator also manages raffles and venue hire.

The Fundraising and Social Activities Coordinator reports to the President of Christchurch United Football Club Inc.

Responsibilities and Duties:

- Plan a fundraising and social activities calendar for the season
- Form organising sub-committees for each Club fundraising and social event
- Organise fundraising raffles throughout the season
- Organise clubroom venue hire
- Oversee operational activity at each Club event, including set up and take down
- Responsibility for organising Junior Prize Giving and Senior Awards Dinner
- Review own position description to ensure accuracy and submit potential changes to the Club Committee through the President

Knowledge and Skills:

- Be well organised
- Able to communicate effectively
- Able to work in a logical, orderly manner
- Able to work to a deadline
- Able to motivate people to participate and contribute to events
- Be creative

Estimated Time Commitment:

The estimated time commitment required for the role of **Fundraising & Social Activities Coordinator** is 2– 4 hours per week for the duration of the season. Additional hours required during the off season for planning the coming season's calendar and commencing to organise upcoming events as appropriate.