



Donvale Dunkers Basketball Future Dunkers Coordinator

March 2024

Role: Events Coordinator

Reports to: Executive Committee

Committee member: Optional or as required

Expected hours of work: 8-10 hours per season, variable by month

The role of the Event's Coordinator is a key role with the Dunkers Club. The holder of the role is responsible for all events including but not limited to the end of season Presentation Days.

Responsible To

The Treasurer is responsible to the President of the Committee, on behalf of the members of the Club

Responsibilities and Duties

The role primarily manages the club's Presentation Day and oversees volunteers that would form the events team.

- Oversee and manage Dunker's Presentation Day and any other event approved by the Committee
- Ensure a smooth and well coordinated event that reflects well of Dunkers
- Liaises with the Committee to confirm dates, location, numbers and the organisation of volunteers for each event
- Manages event within an agreed budget in coordination with the Club's Treasurer
- Manages calendar of communication releases for events
- Works with the Website Coordinator and Social Media Coordinator to advertise events
- Coordinate with DCC with requirement for events days
- Ensure branding is consistent with all advertising, both on website, social media, emailed invites etc
- Engage the use of the club's database, WhatsApp group chats etc to send out information
- Keep all private contact information secure
- General administration duties as required



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Knowledge and Skills Required

- Experience with Microsoft office programs, Word, Excel, PowerPoint
- Have high organisational skills with an eye for detail
- Be a happy, capable person willing to speak publicly at events
- Be able to manage a team and willing to work within a team
- Be available to attend a committee meeting to advise of events progress
- Have a good understanding of our child safety policy and how that relates to each event.
- Able to allocate regular time periods to perform duties.

Estimated Time Commitment Required & Period of Appointment

The time commitment required to fulfill the above duties is estimated at 10 hours per event, excluding attendance at any Committee meetings.

Outside of this time set aside for the seasonal Presentation Day, little additional time will be required.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.

WORKING DRAFT