



NORTHERN CHILL VOLLEYBALL CLUB	
ROLE DESCRIPTION SPECIAL EVENTS COORDINATOR	Rev.: 2020/06/25

ROLE DESCRIPTION

Under the direction of the President, the Special Events Coordinator is responsible for planning and executing various Northern Chill Volleyball Club events throughout the year.

SKILLS/QUALITIES RECOMMENDED

- Project Management Skills
- Problem solver
- Good communication and strong interpersonal skills
- Organizational skills
- Team player with the ability to collaborate
- Openness to new ideas and creative thinking

MAIN DUTIES

- Plan all club special events such as parent socials, annual Christmas party, the Evening of Excellence and other events as required by the Board
- Secure and liaise with venues
- Communicate with Web and Social Media Coordinators and managers to ensure effective and timely communication of special events
- Recruit, guide and direct volunteers for each event
- Perform such duties as may be determined by the Board of Directors

COMMITMENT

- As needed

COMPENSATION

- Fanwear item to be provided up to the amount of \$100.00