

 Eltham Calisthenic College Club Volunteers Position Description		Approval Date:	April 2021
		Review Date:	April 2024
		Version No:	01
Approved By:	Name:	Signature:	
President:	Karen Beer		
Vice-President:	Danette Wilson		

Position Description - Personal Assistant to Principal Coach

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Have good communication skills both verbal and written
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ In charge of the Administration of the Pupil Skills Program and liaises with Principal Coach to organise who will teach the skills.
- ◆ Handles the Hall Bookings for the weekly classes and Coaches Meeting etc.
- ◆ Types up the Minutes of Meetings from the Coaches Meetings.
- ◆ Puts together the Agenda for the Meetings, also sending out reminders for when the meetings are taking place.
- ◆ Organises for the Club to participate in the Eltham Rotary Festival, ie having a stall and getting parent support.

Position Description - Publicity/Fundraising Officers

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Have good communication skills both verbal and written
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Organising the Boards for advertising at the start of the year with Real Estate Agents.
- ◆ Organising, photocopying and delivering flyers out to all the Schools and Pre-Schools in the area to advertise in their Newsletters.
- ◆ Organising the end of year Concert Raffle.
- ◆ Sending out information for donations for the raffle and putting together all the baskets.
- ◆ Organising the balloons for the End of Year Presentation Night.
- ◆ Organising and purchasing the Coaches and Committee gifts to be presented at the End of the Year.
- ◆ Organising and booking of the Stall at the Rotary Festival.
- ◆ Sending out information to the Coaches and Coordinators for their help at the Festival.
- ◆ Putting together a roster for the day and liaising with Eltham Rotary Festival.
- ◆ Updating the Committee on the Festival Organisation.
- ◆ Organising the handouts for the day eg. Magnets, flyers and Club Bracelets.

Position Description - Merchandise Officer

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Have good communication skills both verbal and written
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Maintaining a list of all suppliers.
- ◆ Costing of Merchandise every year to cover price rises.
- ◆ Order the Merchandise for the Club from the Suppliers
- ◆ Source out new Merchandise for the Club from Suppliers
- ◆ Make up the rods covers to sell to the Parents and Girls
- ◆ Visit each Section to ensure current Tracksuits fit and sizing girls for any new merchandise
- ◆ Once merchandise arrives forward to families
- ◆ Discuss with the Committee about any concerns to do with Merchandise

Position Description - Purchasing Officer

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Have good communication skills both verbal and written
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Purchase material for the club from various suppliers
- ◆ Purchase gems and anything else that the sections require from suppliers
- ◆ Sending receipts into Assistant Secretary for reimbursement
- ◆ Accounting and Balancing of money spent on costumes

Position Description - Social Media Role

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Have good communication skills both verbal and written
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Liaises with President of what to put on facebook.
- ◆ Updates Facebook and Instagram.
- ◆ Each Section sends through photos to be loaded onto facebook.
- ◆ Constant advertising of the Club.

Position Description - Grants Officer

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Have good communication skills both verbal and written
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Put forward proposals to various Local Government bodies, on behalf of the Club to ascertain funds for uniforms, rods, clubs etc. via a grant.

Position Description - Club Photographer

Desirable Attributes:

- ◆ Happy friendly nature
- ◆ Good people skills
- ◆ Have good communication skills both verbal and written
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Taking photos at Competitions of our pupils for the Club
- ◆ Attend classes to take individual and group action shots of pupils at practice
- ◆ Organising and putting together the Slide show for the End of year Concert
- ◆ Take photo at various club functions for social media