

Social Coordinator - Job Description

The Social Coordinator (Board of Directors Member at Large) is responsible for coordinating the committees that organize the Calgary Patriots Swim Club (the "Club") activities such as barbeques, awards banquet, and other celebrations.

Responsible To

The Social Coordinator is directly responsible to the President of the Club and its Members.

Responsibilities and Duties

The Social Coordinator's responsibilities include, but are not limited to:

- Working within a budget approved by the Board of Directors (the "Board"), make arrangements including venue, date, times and hospitality for Club events , including but not limited to the Club's annual Awards Banquet, Welcome Back BBQ, Parent Socials;
- Assess the human resource needs for social events;
- Recruit volunteers to assist with the organization and running of social events;
- Ensure that social committee volunteers are reimbursed for their approved out-of-pocket expenses;
- Ensure all social committee volunteers are recognised for their efforts;
- Submit regular reports to the Board; and
- Any other duties as may reasonably be assigned by the Board.

Knowledge and Skills Required

- Effective communication and strong interpersonal skills;
- Strong negotiating skills an asset;
- Excellent attention to detail;
- Positive and enthusiastic; and
- Well organised.

Estimated Time Commitment Required

The estimated time commitment required as the Social Coordinator is 10 hours per month. September and June are the busiest months, with up to approximately 10 hours per week required.

The Social Coordinator is appointed for a two-year term, but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually.

The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.

