



GALA CO-ORDINATOR

Role

Responsible for supporting all gala volunteers within a club, and most importantly, ensuring they have a meaningful and positive experience. Facilitating the smooth running of all galas held at Freemans Quay.

Who are we looking for?

- You will be enthusiastic with a good knowledge of the club.
- You will be an excellent communicator.
- You will have a good understanding of the club volunteer roles and the ability to empathise with their needs.
- You will have good organisational and leadership skills and the ability to delegate

What do we expect from you?

- To act as main point of contact for gala volunteers
- To encourage volunteering throughout the Club and maintain effective relationships with gala volunteers
- To ensure everyone volunteering clearly knows their roles and responsibilities and provide help and advice where needed
- Liaise with Club Committee to ensure the following tasks are covered
 - Lead Official: Ensure enough to run the gala
 - Medals: Medals are ordered
 - Socials: Advertising and volunteer sign up
 - Comp Secretary: Volunteer sign up on TU/ start lists and coaches packs
 - Club Secretary: Price setting
- Complete all the tasks on the Club Gala checklist and take responsibility to highlight to committee in a timely manner any issues
- Ensure all volunteer is made aware of SE Safeguarding processes and procedures

Level of commitment

This will vary but mainly to be available to organise galas in the 6 weeks prior to them happening.

Also, an ongoing commitment to recruiting volunteers throughout the year.

Support

Support from the Club Committee to help you.

Why do it?

It's an integral role to ensuring the financial sustainability of the Club as the success of galas directly contributes to funds raised. It will also give you an opportunity to support volunteers and build effective relationships.