

Guildford Archery Club

: Job Description

JOB TITLE: **Fund raising Events Organiser & Have a go party co-ordinator**

RESPONSIBLE TO: Hon Treasurer

SKILLS REQUIRED:

- Well organised
- Good communication skills
- Prepared to make occasional time commitment

MAIN DUTIES:

Parties.

Be the first line of contact for all enquiries via email fed from Club website.

- Acknowledge email from enquirer and provide information about the 2 hour session including costings
- Check date requested does not conflict with shooting diary
- Send email to Club volunteers to teach/host event
- Confirm date to enquirer requesting 10% deposit be sent and names of participants
- Confirm help from volunteers
- Purchase prizes
- Create from template and print Certificates + Birthday card if a birthday party
- Collect remainder of monies on the day
- Handover monies and receipts to Treasurer with Party Details i.e. date held, number of participants and cost per head

You will need computer and colour printer in order to liaise with enquirers and print off certificates.

Events

Merrist Wood

- Complete paperwork sent by Merrist Wood
- Visit site to confirm location of Have A Go – assistance to be supplied by Committee member familiar with set up to comply with Archery GB Safety regulations
- Email to be sent to all Club members for help
- Co-ordinate transport of equipment and return
- Liaise with Treasurer regarding float
- Send remainder of paperwork to Merrist Wood with monies for pitch

Other

- Be pro active in indentifying other Fund raising opportunities as and when required for approval by the committee.