

JOB TITLE: Photos & Trophies

REPORTS TO: Operations Volunteer Coordinator

OBJECTIVE

To organise and manage the team photos and team trophy procurement and distribution

Responsibilities

- Advise team managers of the event dates
- Collect correct spelling of players names and teams for both trophies and team photos
- Liaise with the trophy and photography company
- Organise best value for money packages for club members
- Organise the event days with help from general committee members

Relationships:

- The Photo and Trophy officer reports to the executive committee and operations volunteer coordinator
- Liaises with trophy and photography companies
- Relationships with team managers and coaches

Essential Skills:

- Good communication and administration skills
- Computer literate
- Ability to create Facebook announcements
- Ability to complete tasks unsupervised.