



Paris Soccer Club Events Coordinator

Role

The club's events coordinator is involved in organizing all special events with the Soccer Club.

Help the association to

- Organize and run events for the club, including: photo day, family fun day, Santa Claus parade, banquet and summer camps.

Time commitment

- One to two year term
- On average, 3-6 hours per week

Responsibilities

- Review and discuss with PSC executive which events to run for the year
- Create critical path for each event to follow
- Put together committees to plan for each event
- Create a budget for each event for PSC approval
- Discuss supplies orders with PSC purchaser
- Discuss with PSC sponsorship convenor, if there is a company who can sponsor an event
- Review with PSC volunteer coordinator how many event day volunteers needed to run event
- Propose new events
- Develop partnerships to support these events
- Connect with Media to promote events

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with all PSC stakeholders*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

