Volunteering- Events Manager

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| **Main Purpose of Role:** | To raise the clubs profile, generate funds for the club |
| **Hours a Week (Approx):** | * 1. hours |
| **What will you be doing:** | * Set up and run club events to generate funds * Create match day programmes if required * Organise the events the Comets hold annually   + Christmas Fair   + Twyford Together Fun Run   + Donkey Derby   + Twyford Comets Fund Day   + Twyford Comets Presentation Evening   + Comets V Cricket Club Charity matches   + Easter Soccer School |
| **Equipment Needed:** | Computer, Internet |
| **Desired Skills:** | Communication Skills  Writing Reports  Creativity  Organisational skills and able to work to deadlines  Working knowledge of the internet and website construction a bonus |
| **Expenses Paid:** |  |
| **Training Available:** | County FA Workshops, |
| **Where the role will be carried out:** | Football Club/Home |
| **Who will need updating on issues:** | Club Committee, Coaches, |
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