Activities Coordinator

Overall

The Activities Coordinator leads and oversees an activity. This person has a personal interest in the activity and a passion for sharing their skills and knowledge. The Activities Coordinator is pivotal in encouraging a warm and welcoming environment that is inclusive, supportive, and where all feel valued. This role includes some administration and organising any set up or equipment requirements.

Specifically

- If on site, arrive early to open and set up the Shed; if off site, organise the venue and notify participants by updating the location in Hello Club
- Mark off attendees in the Hello Club app as they arrive
- Present and oversee the delivery of the activity, including checking attendees progress, and offering support
- If on site, tidy up after the activity has finished and close the Shed in accordance with the Community Centre checklist; if off site, ensure all attendees are all right and leave safely
- Provide the Marketing Team with photos and a short-written summary for publication, at regular junctures
- Communicate any resource needs or concerns to the Volunteer Coordinator

Qualities and skills

- Passionate about the Coolum Women's Shed, with a desire to see it thrive and grow
- Good organisational skills
- Patient, friendly and encouraging, while helping others learn and/or participate
- Applicable skill knowledge and ability
- Willingness to learn and undertake training, as necessary

Communication channel

Operates on own initiative but supported by and reports to the Management Committee via the Volunteer Coordinator

Anticipated workload

Regular, weekly/fortnightly/monthly, dependent on activity, estimate minimum of 2 to 3 hours per session

Coolum Women's Shed contact: President, Vice President, Treasurer, Secretary
Management Committee: coolumwomensshed@gmail.com