



Gorleston Lawn Tennis Club
The Pavilion, Orde Avenue
Gorleston, Great Yarmouth, NR31 6SZ
Email: enquiries@gorlestontennisclub.co.uk
Website: gorlestontennisclub.co.uk

Social Co-ordinator Role - GLTC

The Social Coordinator is responsible for coordinating the organisation of all social events at the place to play.

What makes a good Social Co-ordinator?

Sociable!
Enthusiastic
Motivated with an ability to motivate other key volunteers
Good communication skills
Well organised
Committed

Roles and Responsibilities

- Bring all members together to develop and enhance relationships
- Provide after tennis opportunities for members to improve the atmosphere and ensure that it is busy at all hours!
- Engage parents in tennis and even if they don't play – if they are engaged they could be recruited by your volunteer co-ordinator
- Organising one off events such as the finals day BBQ, Christmas Party, Quiz night etc
- Recruit a team of helpers – this is too big a role for just one person
- Key role in ensuring people stay members (retention)

Estimated Time Commitment

10 management committee meetings per annum, 1 AGM, other meetings as required.

1 - 2 hour per week throughout the year

Key Relationships

Coach, Team Captains, Management committee, all groups within the membership

This job description was approved by the Committee on 17/10/11