



Vermont Vultures Basketball Club position description – Family Engagement Officer

Updated 4/10/2023

Role: Family Engagement

Reports to: Club Executive

Role classification: Voluntary

Committee member: Yes

Expected hours of work: 30 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Family Engagement Officer at the Vermont Vultures Basketball Club (The Club).

Summary

The role of Family Engagement Officer (FEO) is a key role within the Vermont Vultures and is reflected as such with a standing appointment to The Committee. The FEO is responsible for all events and fundraisers included but not limited to end of season presentations, annual team photos, and holiday camps.

Role description

This role is generally to manage these events and to lead and oversee the events team for the Club including committee and non-committee positions such as Trophies Coordinator, Fundraising Coordinator and Holiday Camps Coordinator. This role does not require any current involvement with Vultures Day as it has its own subcommittee.

The role is required to perform the following duties:

1. Oversee and manage the entire events team including fundraising, holiday camp coordinator, end of season presentation days and associated trophies, raffles throughout the year and any other events approved by the general committee.
2. The FEO will also oversee and manage
3. Ensure a smooth delivery of all events
4. Report to the general committee at committee meetings by way of updates or actions/approvals required
5. Closely manage allocated budgets for all events and report/update the committee as requested
6. Work with Treasurer on all budget related matters
7. Manage calendar of events
8. Manage calendar of communication releases for events and the advertising of events and work with Clubs copywriter on all releases required
9. Liaise with Brand and Communications by way of submitting contents for distribution
10. Ensure branding for all events is consistent with the Club branding and where necessary liaise with Brand and Communications
11. Comply with all aspects of the Club and Associations Code of Conduct, policies and procedures.
12. Maintain player and family confidentiality when dealing with sensitive matters.
13. Manage all Club records and documents in an accurate and secure manner.
14. General administration duties as required.

Skills required

The successful applicant will possess:

- Experience with Microsoft office suite
- High organisational skills
- Able to manage a team
- Good understanding of compliance requirements for community based sporting organisations.



Qualifications required

- Past experience in a similar operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Further information on this employment classification is available at <https://www.ato.gov.au/Non-profit/Your-workers/Your-volunteers/Paying-volunteers/Honorariums/> or by contacting the Treasurer at treasurer@vermontvultures.org.au

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Ashley Brown, Club President president@vermontvultures.org.au

Matt Cavell, Club Vice President vicepresident@vermontvultures.org