



Volunteer Position Description

Junior Section Communications Manager - Hawthorn Cricket Club 2017/18 season

Reports To: Junior Section Manager, Hawthorn Cricket Club

Hawthorn Cricket Club has a long and proud history which we wish to continue for many years to come. Cricket as a whole has some big challenges from other sports, and we need to be very pro-active to promote our club to the community, and offer an all-inclusive club, with a clear set of goals and values.

The executive committee are currently seeking expressions of interest for the role of **Volunteer Junior Section Communications Manager**. We are looking for an enthusiastic & dedicated individual who can ensure that we offer a well-run, and all-inclusive program for our junior cricketers.

Tasks Include:

- Manage key communications via regular contacts within the Executive Committee.
- Ensure that the HCC social media avenues are up to date and running with information pertaining to junior cricket. This includes, emails, LinkedIn profile, Facebook Profile, Twitter profile and My Cricket App.
- Attendance in at least 85% of executive Committee meetings for the season, 11 meetings help a year plus the AGM in May.
- Update and maintain the Junior section information on HCC website from time to time, mainly during pre-season in August to October.
- Ensure that you work closely with the Junior Section manager and Junior Section President and broadcast important messages to wider team members in an acceptable time frame.
- Work with Junior Section manager to help grow junior cricket at the club.
- Work with Junior team Managers to ensure all admin matters after weekend games are in order.

Useful Skills for this Role Include:

- Well developed communication, time management and organisational skills.
- Confident design skills for flyers, editing digital photography etc. an advantage.
- Very good IT skills and knowledge of Social Media, in particular Facebook.
- Experience with managing a CMS website for updates on our MyCricket website.
- Reliability, ready to respond to requests in relatively short time frames.
- Strong conceptual and planning skills to solve communication challenges effectively for the audience intended.

Estimated Time commitment: 2-3 hours per week, working mainly from home.

Within the role there will be support from the club executive, especially the Club Chairman.

To meet Victorian Child Safety Standards, all volunteers must comply with the Club's **Child Safety Standards Policy**.

For more information visit our website hawthorn.vic.cricket.com.au or contact the HCC Chairman, Naveen Radhappan at nradhappan@gmail.com or on 0438 037 861 between 9am and 7pm. Also visit community.cricket.com.au/clubs/volunteers

Sign Off

	Name	Date	Signature
Approved by HCC 2IC			
Approved by HCC Chairman			
Accepted by Appointed Volunteer 2017/18			