



DARTMOUTH PIGDOGS

RUGBY FOOTBALL CLUB

JOB DESCRIPTION

CLUB ACTIVITIES COORDINATOR
DARTMOUTH, NS

Hiring Details

Job title	Club Activities Coordinator
Reports to	Chris Kingwell - Club President Ricky Sloan - Club Treasurer
Position length	June 10, 2024 - August 4 (35 hours/week)
Wage	\$16.20/hr

Job Overview

The Club Activities Coordinator position presents an opportunity to grow leadership skills and help to grow the club's internal relations and community presence. As Club Activities Coordinator, you will be primarily responsible for organising and running club events, keeping financial records with the assistance of the Club Treasurer, and communicating with club members.

Requirements

- Must be currently enrolled in any level of education, between 15 and 30 years of age
- Must be legally entitled to work in Canada
- Ability to travel and plan for club events
- Strong organisation, planning, and time management skills
- Strong communication skills
- Knowledgeable with Google Workspace
- Creative thinker with passion for team-building activities
- Experience handling finances is preferred



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Role & Responsibilities

Event Management

- Work with the club executive team to plan and execute events
- Manage timelines for projects, ensuring seamless execution and delivery of key objectives
- Plan for and attend related games and events

Financial Management

- Track club's finances throughout the summer season
- Complete transition of club's finances into QuickBooks software under supervision of the Club Treasurer
- Prepare short monthly reports to summarise club finances and alert the club executive team of unpaid charges