

Job Title: Family Night Coordinator

Reports To: Executive Committee

Special Skills Required:

- Well organized
- Enthusiastic
- Responsible and Trustworthy
- Good understanding of Responsible Serving of Alcohol Procedures

Duties:

- Arrange orders, receipts, storage and display of necessary supplies
- Set up and ensure rooms and canteen cleaned up at end of night
- Provide treasurer with the nights takings and provide a summary of such takings including any receipts etc for any cash outlays
- Provide the treasurer with any invoices which need to be paid in a timely manner