



Canberra City Farm Role

Events Coordinator

Position title:	Events Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The CCF Events Coordinator conducts and organises key aspects related to supporting CCF event activities. The purpose of the CCF Events Coordinator is to: <ul style="list-style-type: none"> Increase awareness of CCF in the community. Improve the coordination of events and stalls which CCF participate in. Identify key event and stall opportunities that would be beneficial for CCF to have a presence at.
Key responsibilities	<ul style="list-style-type: none"> Identify events and stalls that CCF should consider engaging in. Be the key contact for stalls and events. Coordinate the materials and volunteers for stalls and events. Mentor and support the next person to take on the position.
Existing arrangements	<p>Google spreadsheet</p> <ul style="list-style-type: none"> A google spreadsheet roster for previous events has been established to assist with coordinating events.
Minimum period	<ul style="list-style-type: none"> 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> Interested in learning, mentoring and helping people grow. Project management skills to deliver results. Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.
Benefits for the volunteer:	<ul style="list-style-type: none"> Increased skills and self confidence. Contributing to grow the CCF community. Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> Successful coordination of events and stalls. Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> Induction training. Police check (if required). Medical check (if required).
Name of volunteer	
Start date:	



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End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	