



**Photo Coordinator
Forrestfield Football Club**

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| Title | Photo Coordinator |
| Division | General Committee |
| Reports To | Treasurer |
| Salary Details | Nil - Volunteer Position within club |

The Role

To manage the Forrestfield Football Club (FFC) team and club photos.

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| Responsibilities | <ol style="list-style-type: none"> 1. Organise and book photographer for all FFC team and individual photos 2. Organise and run FFC photo day 3. Organise online ordering for FFC members 4. Liaise with photographer to collect photos 5. Organise for FFC members to collect ordered photos 6. Contribute and guide a positive behavioural culture within the FFC |
| Hours | <ol style="list-style-type: none"> 1. Approx 1 hour per week (approx. 2 hrs per week when conducting photo day and collection) |
| Availability | <ol style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM 3. Attend FFC Photo Day 4. Attend club when required to distribute photos |
| Desirable Skillsets / Qualifications | <ol style="list-style-type: none"> 1. Well-developed communication skills 2. Well-developed organisational skills 3. Able to use the internet |