

Volunteer Role Description

Job Title:	Entertainment & Activities Coordinator	Reports To:	Relay Chair
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours(s):	4 – 6 hours per week (variable depending upon time to event)

Description of Role:

The position of **Entertainment Coordinator** is fun & exciting. This role is of vital importance to the event. Your participants need to be entertained whilst walking the track and taking rests. There is only one rule about entertainment - The more the better. Your role is to ensure that the entertainment at your Relay reflects the diversity of your community and that it has a little something for everyone.

Main tasks and responsibilities:

- Read the Entertainment & Activities Guidebook.
- Recruit Entertainment/Activities subcommittee volunteers and meet with them regularly.
- Attend Committee meetings (whichever appropriate).
- Plan games, obtain equipment.
- Arrange entertainment throughout entire event that appeals to the diversity of your community, both on the stage and field activities.
- Source and provide confirmation for performers for the event.
- Produce program guide to be given to all participants.
- Provide schedule of games and entertainment.
- Work with Logistics Coordinator to secure tables, chairs and electricity.
- Work with Ceremonies Coordinator & Survivors Coordinator to ensure all Ceremonies integrate into your activity planning.
- Liaise with Mission Coordinator to integrate mission activities into your schedule of activities.
- Determine the lighting requirements & electrical needs and liaise with Logistic Coordinator to facilitate
- Assist each of your Sub Committee/Committee members as required
- Participate in event planning sessions as required
- Liaise with Sponsorship & Fundraising Coordinator to source prizes required throughout the day as part of the entertainment program
- Recruit Teams and Survivors
- Recognise and thank volunteers, in-kind supporters and entertainers
- Coordinate all on the day volunteers and MC

Useful Skills:

- Excellent verbal/ written communication skills.
- Outgoing, friendly and strong public speaking and presentation skills.
- Experience facilitating and organising meetings, workshops, forums etc.
- Enthusiasm for fun and sourcing activities
- Highly organised, ability to roster and organise schedule for entertainers.
- Experience in planning and organising events.

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania to achieve its mission – To defeat cancer.
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills.

AGREEMENT

I, _____ agree to accept the position of _____

Signature: _____	Date: _____
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Date of Review:	Alicia van Ek, State Manager RFL, June 2024
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Date Filled:	Name of Volunteer :
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