

Ocean Grove Surf Life Saving Club Inc



Position Description Events Coordinator

Position Summary

The Events Coordinator will work on a casual basis in Ocean Grove SLSC's events management space. It is anticipated that some work-from-home will be possible, with a certain flexibility of hours. Increased hours may be required during periods of peak workload.

They will be the primary point of contact for all matters related to the club's events/functions management, organizing and coordinating their day to day operations. This includes:

- Management of the hire of the club's venue spaces to various parties including the booking of facilities to member groups (eg Nippers or Training team) and external customers for meetings, functions, training sessions etc.
- Working closely with Club Caterer and Bar Coordinator regarding the coordination of events.

The ideal candidate will have events coordination experience, demonstrate excellent organisational and interpersonal skills, be technically proficient (Microsoft 365 products, OneDrive, social media), be self-motivated. A positive SLS membership history is an advantage but not essential.

Position Details

Position Title:	Events Coordinator
Classification:	Registered and Licensed Clubs Award - Clerical Grade 3
Employment type:	Casual
Hours	16 - 20 hours/week, spread over multiple days including some weekends
Hourly Rate:	Mon-Fri \$35.15 (penalties apply for weekend work) Plus 12 % Super
Work location:	Ocean Grove Surf Lifesaving Club
Reports to:	Vice President - Commercial
Further information:	OGSLSC Administrator admin@oceangroveslsc.asn.au 5255 1382

About the Club

The Ocean Grove Surf Life Saving Club is situated on the main beach at Ocean Grove and provides lifesaving services with volunteer patrols from late November to Easter each year and is a first responder to water and beach emergencies for the remainder of the year. The surf club was formed in 1948 and apart from a brief disbandment in the early 50's, has maintained patrols on the beach every summer. The club currently has a membership of around 2,200 members with 250 qualified patrollers and a Nippers and Surf Education program catering to around 400 children.

The current clubhouse was built in 2019 and boasts premium meeting, event and function facilities that are available for hire, and a Members' Lounge with bar service and bistro that provides the

foundations for long-term financial security of the club.

For further information about the club, please visit our website <https://oceangroveslsc.asn.au>.

Club values

Our vision, mission and values underpin everything that we do. How we deliver our services is as important as the outcomes we achieve for the community.

Our vision: A safe beach for everyone. A club we are proud of.

Our Purpose: Excellence in lifesaving, member development, community engagement and education.

Our values: Respect & Inclusion | Integrity | Excellence | Courage | Community

We are an equal opportunity employer and value diversity in our workforce. We welcome applications from individuals of all backgrounds and experiences.

Duties include:

- Monitor and respond to incoming event enquiries via email and phone
- Log all enquiries accurately
- Follow up on outstanding enquiries and tentative bookings
- Send information, menus, pricing, and availability details
- Escalate complex requests or complaints to the Board
- Enter confirmed bookings into the (Google Drive) events calendar
- Issue booking confirmations and event summaries to clients, caterer and bar coordinator
- Follow up and collect event details (guest numbers, timings, catering selections, space set up)
- Maintain accurate records and event files as changes are received
- Liaise with caterer and bar coordinator regarding event details and staffing requirements
- Coordinate access times, set-up requirements, and pack-down details
- Provide invoicing information to the admin team
- Update templates, price lists, back-end processes/systems information
- Meet prospective clients on site to answer questions and show them the venue
- From time to time, provide onsite coordination at events
- Help clients connect to the club's AV set ups.
- 'What's On' weekly newsletter (via Mailchimp)
- Promote club events and bistro via social media
- Edit website content (WordPress Divi platform)
- Update the backend of the POS system (Impos)
- Support the Bar as required

Requirements

- Events coordination experience
- Excellent organisational and interpersonal skills
- High attention to detail with ability to prioritise multiple tasks
- High technology literacy
- At least two referees for reference checks
- Current Working with Children Check linked to OGSLSLSC
- Read, understand and comply with all OGSLSLSC policies, procedures, code of conduct and reasonable direction
- An annual performance development review may apply